DOCUMENT RESUME

ED 126 740 HE 007 160

TITLE Columbus College Faculty Handbook.
INSTITUTION Columbus Coll., Ga.
PUB DATE 74
NOTE 74p.

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage.
DESCRIPTORS Administrative Organization; Administrative Personnel; *Administrative Policy; Ancillary Services; *College Faculty; Faculty Organizations; *Higher Education; *Job Tenure; *Personnel Policy; *State Colleges; Teacher Responsibility
IDENTIFIERS Columbus College; *Faculty Handbooks

ABSTRACT

The 1974 Columbus College Faculty Handbook begins with an organizational chart and a listing of the duties of faculty committee membership. Sections cover: (1) major responsibilities of academic and administrative officers; (2) faculty affairs, including tenure and advisement of students; (3) business affairs; and (4) student affairs. Appendices cover: (1) statutes; (2) faculty organization bylaws; (3) tenure policy; and (4) graduate council membership. (KE)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED126740

• Columbus College
• Columbus, Georgia
•

FACULTY HANDBOOK

Table of Contents

	Page
Introduction	4
Organization Chart	5
Duties of Standing Committees	6
Faculty Committees Membership	11
MAJOR RESPONSIBILITIES OF ACADEMIC AND ADMINISTRATIVE OFFICERS	
Vice President for Academic Affairs	16
Director of Graduate Studies	16
Assistant Dean	16
Division Chairmen	16
Department Heads	17
Librarian	18
Director of the Community Service Program	18
Director of Student Services	18
Associate Director of Student Services	19
Director of Admissions	19
Admissions Counselor	19
Registrar	19
Assistant Registrar	20
Records Management Officer	20
Director of Financial Aid and Placement	20
Comptroller	21
Associate Comptroller	21
Director of Plant Operations	21
Director of Development and College Relations	21
Director of Public Information	22
Director of Publications	22
Director of Management Information Services	22
Executive Director, Alumni Affairs	22
President's Advisory Council	22
Regents' Advisory Council	23
University System Academic Committee Representatives	24
University System Administrative Committee Representatives	25
Academic Structure	26
FACULTY AFFAIRS	27
Cumulative Tenure List Through 1974-75	28
Absence Policy	28
Students	30
Faculty	30
Sample Form for Excessive Absence (student)	31
Absence Due to Attendance at Professional Meetings on Class Trips	32
Emergency Absences of Faculty	32
Academic Honors	32
Associate Degree	32
Baccalaureate Degree	32
Academic Responsibility	32
Advertising Materials, Propaganda, and the Like	35
Advisement System	35
Advisement Implementation Within the Division	36
Procedure for Student Advisement	37
Procedure for Effecting a Change of Major and Reassignment of Advisor	39
Conclusion	39

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

HE007160

(Faculty Affairs, continued)

Page

Auditorium Use 40
Audiovisual Media Services 40
Bulletin Boards 40
Class Rolls 41
Dean's List 41
Distinguished Professor Award 41
Faculty and Staff Enrollment in Courses 41
Faculty Evaluation 41
Faculty Mail 43
Faculty Responsibilities 43
Information Sheet Form 44
Grades, Grading Standards 45
Use of Normal Distribution Curve in Grading 46
Honors Day 46
Language Laboratory 46
Library 48
Fines 48
Hours 48
Interlibrary Loans 48
Non-Circulating Materials 48
Library Usage 48
Purchases 49
Reserve Books 49
Library Reproducation Facilities 49
Make-up Tests 51
Office Hours 51
Records Management 51
Registration Assistance 51
Release of Official Information 51
Faculty Official Relations with Representatives of the News Media 53
Professional Meetings 53
Style Manual for Student Papers 53

BUSINESS AFFAIRS

Fees and Fines 55
Pay and Payroll Deductions 55
Pay Day 55
Payroll Deduction 55
Disability Insurance 55
Federal Tax Sheltered Annunity 55
Credit Union Membership 55
Flower Fund 56
Group Insurance 56
Income Tax 56
Social Security 57
Teacher Retirement 57
Personnel Records 57
Student Assistants 58
Supplies, Equipment, Offices and Classrooms 58
Supplies and Equipment 58
Offices and Classrooms 59
Textbooks 59
Desk Copies 60

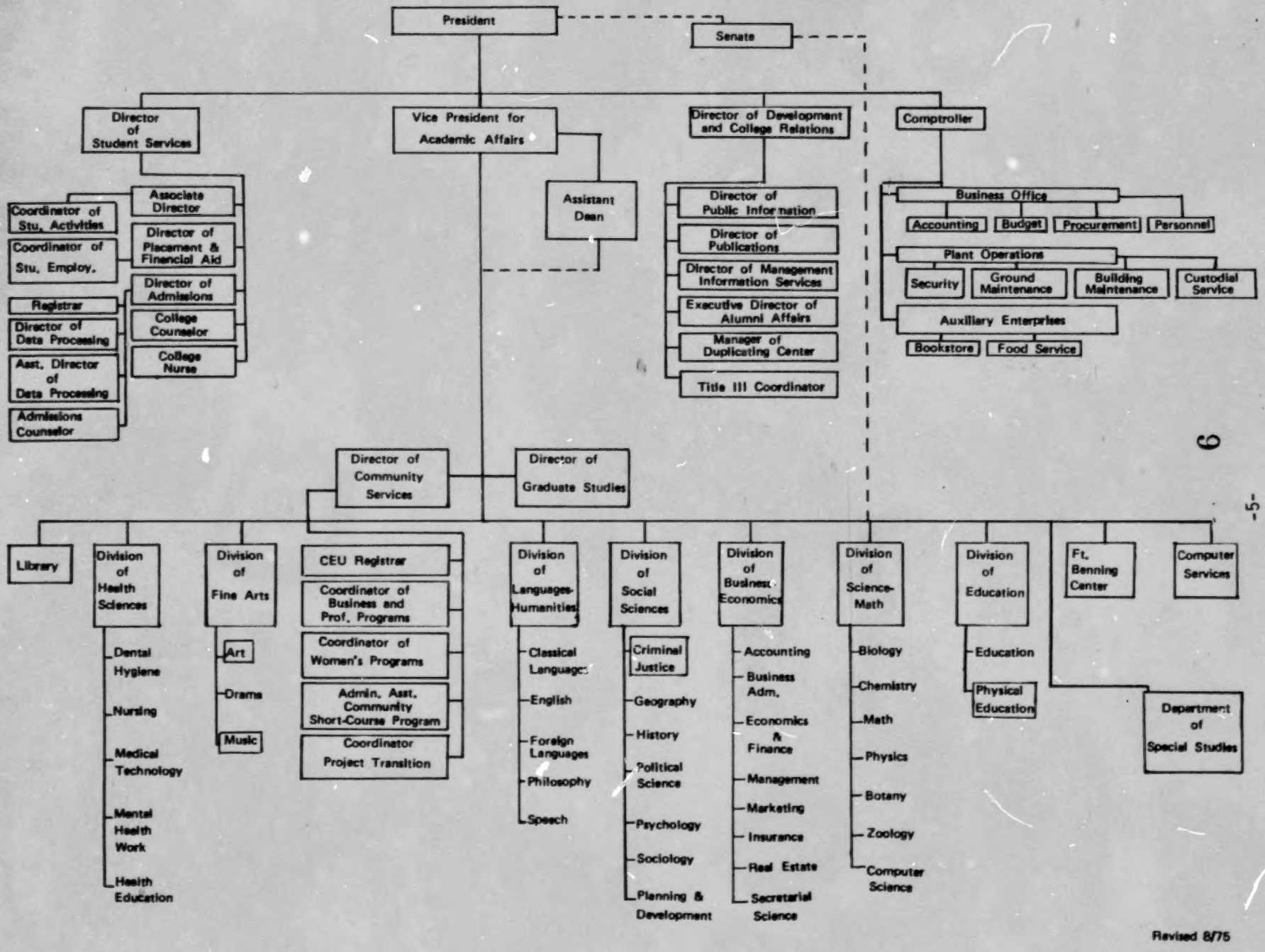
Page

(Business Affairs, continued)

Travel 60
Travel Expense Statement Form 61
Travel Application Form 62
Transportation 63
Subsistence 63
Miscellaneous Expenses 64
Sick Leave 64
STUDENT AFFAIRS 66
Illness or Injury of a Student 67
Dropping a Course 67
Intercollegiate Athletics 67
Budget Procedure for Student Activities 69
Procedures for Forming New Organization on Campus 69
Sponsors for Student Activities 69
Student Government 69
Academic Dishonest and Student Discipline 70
Early Admission to College 70
Graduation Requirements 70
Student Publications 71
APPENDICES
Appendix I - Statutes of Columbus College 73
Appendix II - Columbus College Faculty Organization: Bylaws 96
Appendix III - Regents' Tenure Policy 106
Appendix IV - Graduate Council Membership 110

INTRODUCTION

This handbook is published to assist in the orientation of new faculty and to serve as a reference for all college faculty and administrative staff. All are encouraged to suggest improvements in its content and format. The handbook is intended to supplement the information contained in the publication, Statutes of Columbus College, revised 1974, which is reproduced in its entirety as Appendix I.



6

-5-

Revised 8/75

DUTIES OF STANDING COMMITTEES

Accident Control Committee

This committee serves in an advisory capacity to the Director of Plant Operations, who serves as its chairman, to insure college employees have safe working conditions. The committee chairman is also designated Accident Control Coordinator for the college.

Activities Committee

The Activities Committee serves in an advisory capacity to the Associate Director of Student Services, who serves as chairman, in making recommendations for the entire student activities program. This includes budgeting, development, maintenance, and deletion of programs. Student suggestions and recommendations are solicited through Student Government Association and the appropriate student organizations as determined by the chairman.

Planning for the activity honors portion of Honors Day is the responsibility of the committee.

All recommendations shall be made to the chairman who in turn shall evaluate and recommend appropriate action to the President through the Director of Student Services.

Admissions Policy Committee

a. Policy
The Director of Admissions will serve as chairman of this committee. The chief function of this committee will be to serve in an advisory capacity to the Director of Admissions concerning admission policies and standards.

b. Appeals
This committee shall serve as an appeals court wherein a student on academic exclusion may appeal a decision of the Director of Admissions. Three members of this committee shall serve as an appeals court. The chairman and members of this appeals court shall be designated by the Director of Student Services.

Alumni Committee

The Alumni Committee is to work with the Alumni Association concerning the welfare of the college. The chairman shall play an active role in increasing alumni membership and support.

Athletic Affairs Committee

The Athletic Affairs Committee develops policies under which the college's intercollegiate athletic program operates. Policies are approved by the President and communicated to the faculty. The committee insures that the faculty and administration exercise control over the intercollegiate athletic program.

Bookstore Committee

This committee is charged with the development of policies under which the college bookstore can become a non-profit enterprise designed to give students and faculty the best service obtainable.

The bookstore will continue to operate with present mark-ups until alternative plans can be recommended and a specific plan approved.

This committee reviews operating policies, communication between administration, faculty and students, hours of operation, and the like, so as to secure for Columbus College the most efficient and effective bookstore administration.

Cafeteria Committee*

This committee is charged with the development of policies which will be followedby the Director of Food Services to regularly enrolled students and faculty.

The approval of hours of service and extent of service.

Periodic inspections to insure proper handling of foodstuffs and compliance with all local, state, and federal laws applicable to a college food service operation.

Review and make recommendations for approval of the operating budget.

Computer Utilization Policies Committee*

Concerned with coordination of Computer Utilization on a day-to-day basis. Will recommend changes in equipment, personnel or policy which will improve efficiency and/or effectiveness.

Curriculum Committee

a. General Curriculum Committee
The Curriculum Committee serves in an advisory capacity to the Vice President concerning all phases of the academic program including course offerings, programs of study, instructional procedures, relationships with other institutions of higher learning, and academic standards. Petitions from individual students or faculty on academic questions which cannot be resolved administratively will be heard by the Curriculum Committee, or a sub-committee thereof. This committee is active through the academic year and the summer. Membership continues for a 12 month period beginning with appointment following the first regular faculty meeting in the fall quarter.

b. Vocational Technical Committee
This committee will serve as a subcommittee reporting to the Curriculum Committee and to the Vice President for Academic Affairs on the expansion of and/or changes which should be made in programs established in cooperation with the Vocational Technical School.

Drug Abuse Committee

This committee initiates drug educational programs for the benefit of the college community. It will coordinate local efforts to insure consonance with the policies developed by the Chancellor's Advisory Committee on Use and Abuse of Drugs.

*This committee does not appear in the Statutes. The Statutes are currently being revised.

Faculty Evaluation Committee*

Will develop policy recommendations concerning a plan for college-wide evaluation of faculty by students. This committee will also develop plans for implementation and develop machinery for implementing the approved plan for college-wide evaluation of faculty by students.

Financial Aid Committee

The Financial Aid Committee is responsible for recommending policies concerning the administration of the financial aid program which includes scholarships, loans, and student employment.

Fringe Benefits Committee*

Will review all proposals to change fringe benefits provided or made available to faculty. This committee will make recommendations to the faculty and/or to the Administration for changes in fringe benefits for changes found to be in the best interest of college employees.

Graduation and Special Events Committee

This committee serves as a working committee in relation to planning and preparing for graduation exercises and all other special events. Recommendations are to be made by the chairman through the Academic Vice-President to the President for final decision.

Grievance Review Board for Classified Employees*

This board will review grievances brought before it by classified employees. The board will maintain records of all grievances. Evidence to substantiate or refute such grievance will be recorded, and careful minutes will be kept of all hearings held by the board.

A summary report of each case with recommendations will be forwarded to the President with copies to the personnel office, the Comptroller, and the immediate supervisor.

Library Committee

This committee sets policy and advises the Vice President and Librarian on library affairs. It sets the library schedule, and approves allocations of library funds within the library budget.

Local History and Archives*

This committee will coordinate the establishment and operation of an archive facility in the new Schwob Memorial Library. It will conduct a continuing search for manuscripts and primary documents for deposit in the archive. In addition, it will oversee the establishment of a Chattahoochee Valley oral history project.

Long Range Planning Committee*

a. Planning Committee
This group will work as a campus wide organization in developing long range plans for the institution. This will include a comprehensive plan, academic development, physical development, student services, etc.

*This committee does not appear in the Statutes. The Statutes are currently being revised

Long Range Planning Committee Continued*

b. Campus Environment Committee (Sub-Committee of the Long Range Planning Committee)
This committee will be constantly alert to changes being made on campus which may have an adverse effect on the campus environment. Recommendations as appropriate should be forwarded to the President with copies to the Director of the Physical Plant and such other persons as necessary.

This committee should undertake environmental studies and/or determine the need for such studies upon request from the President or from the Planning Committee.

Public Information Committee *

The committee serves in an advisory capacity to the Director of Public Information, its chairman, in devising programs designed to promote Columbus College.

Publications Committee

This committee will serve in a coordinating and policy-making capacity with relation to all student publications. This committee will review and recommend operating budgets and amendments to operating budgets.

Research Committee

The Research Committee serves as an advisory committee to the Director of Management Information Services and the Vice President in regard to the obtaining and administering of grants and contracts.

Scholastic Honors Committee

The Scholastic Honors Committee serves in an advisory capacity to recognize, maintain, and encourage scholastic achievement. This includes planning for the academic phases of Honors Day, nominating members to the Honor Society, and selecting members of inter-institutional academic competition.

Sex Education and Family Life*

The faculty-student committee on Sex Education is charged with the responsibility to determine the needs for sex education and to generally guide developments in this area at Columbus College. The chairman of this committee is elected by its membership at the first meeting of the school year.

Status of Women Committee*

The committee on the Status of Women advises on matters concerning the status of women faculty and staff at Columbus College. It recommends candidates for faculty and administrative positions; serves as a communications link between faculty and administration; and assembles and disseminates information on the status of women in the profession

Student Rights and Responsibilities Committee*

The committee on Student Rights and Responsibilities shall be composed of seven members; three students recommended for appointment by the Student Government President, and four faculty recommended jointly

*This Committee does not appear in the Statutes. The Statutes are currently being revised

(Student Rights and Responsibilities Committee Continued)

by the Vice President and Director of Student Services. One of the faculty members shall be appointed chairman. An alternate shall be appointed for each regular member . The alternate will serve if for some reason the regular member cannot serve. The committee shall be responsible for hearing those cases involving potential disciplinary actions and charges of violations of student rights, both individual and collective, referred to it by the Vice President or the Associate Director of Student Services. Decisions shall be transmitted to the referring administrative official for implementation in accordance with the procedures outlined in the Student Handbook. In addition, the committee shall be responsible for reviewing and recommending necessary changes in the College policy statement on "Student Rights and Responsibilities" as published in the Student Handbook.

Teacher Education Committee

The Teacher Education Committee serves in an advisory capacity to the Education Division Chairman and the Vice President regarding the Teacher Education Program.

Tenure and Promotion Committee*

Each division will establish a tenure and promotion committee. These committees will formulate policies for their division and apply these policies consistent with Regents' policies in their review of faculty who may be eligible for promotions and/or for tenure.

The chairmen of the division committees will form the membership of an institution-wide committee should an institution wide policy and/or coordinator be needed. This Coordinating Committee will be activated as needed by the Presient or the Vice President for Academic Affairs.

United Way Committee*

This committee will work on the College campus with College employees in cooperation with the Community United Way drive.

Who's Who Committee *

The Who's Who Committee is responsible for the recommendation of policies and procedures pertaining to selection of upperclassmen and graduate student candidates whose academic standing, participation in extracurricular activities, and community service are meritorious of nomination for Who's Who Among Students in American Universities and Colleges. Committee membership is composed of a faculty representative from each of the academic divisions, one of whom serves as chairperson, the Associate Director of Student Services, who represents the administration and serves as a liaison with the national office, and three students who serve only when policies and procedures are discussed.

*This Committee does not appear in the Statutes. The Statutes are currently being revised

FACULTY COMMITTEES MEMBERSHIP
1975-76

Accident Control

Plass, Frank C., Chairperson
Adams, O. Burton
Allen, Michael R.
Barr, Ann F.
Gilstrap, Oscar L.
Mooar, Ruth
Stewart, Jack C.
Wabo, Mary Ann

Activities

Bennett, Robert E., Chairperson
Kees, J. Larry
Murzyn, John S.
Rainey, Archie W.
SGA President
SGA Vice President
SGA Secretary
SGA Treasurer

Admissions

a. Policy
Twichell, Alan F., Chairperson
Anderson, John E.
Brasse, A. William
Coltrane, Ronald D.
Ferguson, Charles M.
Fox, Irving J.
Halley, Albert B.
Mock, W. Lindsey
Petlewski, Paul J.
Students:
1._____
2._____

b. Appeals
Mock, W. Lindsey, Chairperson
Carbaugh, Daniel C.
Carlisle, Earnest
Chestnut, James D.
Cope, Donald A.
Duncan, Francis M.
Dunlap, John T.
Edwards, William H.
Hill, Beatrice J.
Howell, Robert S.
Milian, Helen T.
Nance, Kenneth
Shockley, Jos M.
Skolfield, Deannakay
Stinson, Gerald L.
Sutton, A. James

(Admissions, b. Appeals, Continued)

Taylor, Celia B.
Weise, Paul N.
Webb, Joe S.
Whiddon, L. Rexford
Williams, Thomas A.

Alumni

Osteen, Al F., Chairperson
Batastini, Peggy H.
Battle, Philip D.
Davidson, Mary W.
Johnson, K. Gene
Kruger, Harry
Satlof, Marilyn R.
Tanner, Roy F.

Athletic Affairs

McGee, Billy D., Chairperson
Allen, Mae E.
Bennett, Robert E.
Clark, Flora M.
Hess, William G.
VanCleave, Albert R.
Whitman, Harold L.
Students:
1._____
2._____
3._____

Bookstore

Henderson, Malcolm, R., Chairperson
Bailey, Robert C.
Carr, Virginia S.
Hargrave, John T.
Howard, James B.
Voynich, John J.
Students:
1._____
2._____
3._____

Cafeteria

Petlewski, Paul J., Chairperson
Dugas, Jeanne L.
McQueen, Tena F.
Osteen, Al F.

Computer Utilization Policies

Hamilton, William C., Chairperson
Aldridge, A. Clark
Brooker, Sara B.

Klein, Ronald D.
Livengood, Mary L.
Sweger, Hazel
Talburt, John R.

Curriculum

a. Curriculum, General
Land, Arthur J., Chairperson
Amundson, Richard J.
Anderson, John H.
Colson, John T.
Embry, Olice H.
Fairbairn, J. Ronald
Fleischauer, John F.
LeNoir, William C.
Livengood, Mary L.
McIntosh, Joe W.
Parker, Charles A.
Wilson, Alice E.
Elected faculty members
1. _____
2. _____
Students:
1. _____
2. _____

b. Columbus College-Vocational Tech (Curriculum Subcommittee)
Goddard, George W., Chairperson
Clark, Neil P.

Dunlap, John T.
Hall, William M.

Drug Abuse

Foster, Granville J., Chairperson
Burnham, Rowland E.
Hall, William M.
Halverson, Stephen P.
Lieberman, Lewis R.
Morgan, Pamela C.
Robinson, Thelma
Students:
1. _____
2. _____
3. _____
4. _____

Faculty Evaluation

Robinson, N. Stephen, Chairperson
Friedman, Lenemaja
Gonzales, Raymond B.
Osteen, Al F.
Walls, D. Glenn
Students:
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Student Alternates:
1. _____
2. _____
3. _____

Financial Aid

Aldridge, A. Clark, Chairperson
Brewbaker, James M.
Dugas, Jeanne L.
Kundey, Gary E.
Sweger, Hazel
Students:
1. _____
2. _____
3. _____

Fringe Benefits

Bohannon, John L., Chairperson
Carbaugh, Daniel C.
Griffin, C. Ramon
Munro, Carolyn D.
Phillips, B. Carlso
Smith, H. Monroe
Thomas, John J.
VanderGheynst, Paul J.
Woolbright, Carol K.

Graduate Council

The Council Membership is listed<u>utes</u>, in Appedix

Graduation and Special Events

McLendon, Alvin L., Chairperson
Choi, Nam-Yearl
Clements, Frank M.
Galos, Andrew J.
Hinton, Willie L.
McGinnis, Callie
Woolbright, David E.
Students:
1._____
2._____

Grievance Review Board for Classified Employees

Dugas, Jeanne L.
Huff, Walter Earl
Reynolds, Timothy
Robinson, Thelma
Carey, Shirley
Howard, Newson
Lohmaier, Linda

Library

Beyer, Paul J., Chairperson
Bierling, Henry A.
Ciesil, Dennis M.
Hassard, Pauletta
Holmes, Joel H.
Janssen, Fred L.
Jones, Q. Ross
Robinson, N. Stephen
Seabolt, John P.
Whitman, Anita B.
Wilson, Alice E.
Students:
1._____
2._____

Local History and Archives

Hanks, Richard K., Co-Chairperson
Lupold, John S., Co-Chairperson
Hall, Hazel E.
Langley, Emmett R.
Lupo, Larry W.
Myers, John B.
Sutherland, James H.

Long Range Planning

a. Planning
Tanner, Roy F., Chairperson
Amundson, Richard J.
Baird, Josiah L. M.
Davis, C. William

(Long Range Planning, Continued)

George, Joseph D.
Hefner, Ted C.
Jantzen, Nelson R.
LeNoir, William C.
Marlowe, Lon
McIntosh, Joseph W.
Mock, W. Lindsey
Riggsby, Dutchie S.
Spano, Patricia A.
Sweger, Hazel
Warner, W.W.
Students:
1._____
2._____

b. Campus Environment
Stanton, George E., Chairperson
Bagley, Earl G.
Bostick, Martha F.
Warner, W.W.
SGA Vice President

Public Information

Bergin, Marie W., Chairperson
Logue, Charles W.
Lytle, James B.
McGinnis, Callie B.
Peters, Susan J.
Ross, Nelson L.
Skelton, Larry C.
Stanback, Rosa S.
Students:
1._____
2._____

Publications

Hatfield, Dorothy B., Chairperson
Crawford, Otho L.
Edrington, Bethell
Gardner, Francis E.
Jordan, Thornton F.
McCreary, John R.
McFadden, James R.
Students:
1._____
2._____
3._____
4._____

Research

Rodgers, Hugh I., Chairperson
Bond, Arthur D.
Centa, David M.
Crowell, William P.
Faust, W. Zack
Frazier, William J.
Grosse, Van H.
Hearn, Ronald B.
Klein, Ronald D.
Maloney, Susan C.

Scholastic Honors

Berger, Elinor E., Chairperson
Hackett, Paul T.
Kao, Tsun-hsiung
Dryway, James G.
Luker, Sandra W.
Moorefield, Margaret I.
Riggsby, Ernest D.
Trigg, Roger
Students:
1._____
2._____

Sex Education and Family Life

Sibley, Aloma B., Chairperson
Berry, Franklin M.
Brewer, Jan H.
Clark, Neil P.
Hethcox, Jarrell E.
Holeman, Doris
Moore, Jemelene
Titus, Jackie K.
Students:
1._____
2._____
3._____
4._____

Status of Women

Galer, Mary Jane, Chairperson
Bostick, Martha F.
Clark, Flora M.
Davidson, Judy K.
Hall, Hazel E.
Johnson, David J.
Lorentz, Jerry S.
Mahan, Katherine H.
Phelps, Ferinez B.
Satlof, Marilyn R.
Sears, Robert L.
Taylor, Earlene P.

Student Rights and Responsibilities

Dwyer, James J., Chairperson
Powell, D. Arnold, Vice Chairperson
Ferguson, Charles M.
Schild, Mary E.
Alternates:
Friedman, Lenemaja
Phelps, Ferinez B.
Pyle, John T.
Stewart, John C.
Students:
1._____
2._____
3._____

Teacher Education

Parker, Charles., Chairperson
Atkins, James T.
Bagley, Earl G.
Berger, Mark L.
Brinegar, Joanne H.
Chappel, James H.
Hefner, Ted C.
Miller, Sue M.
Peterson, Robert D.
Talburt, John R.
Students:
1._____
2._____
3._____

Tenure and Promotion

(A Tenure and Promotion Committee is elected by each division)

United Way

Huff, Walter Earl, Co-Chairperson
Land, Arthur J., Co-Chairperson
Cash, Dewey B.
Chai, Nemia M.
Clark, Flora M.
McQueen, Tena F.
Moyel, Isaiah
Reece, Elyse M.
Sherrod, Dian B.

Who's Who

Scanling, Frederick H., Chairperson
Bennett, Robert E.
Brown, Jack A.
Hennessey, Gail M.
Panos, George

(Who's Who Continued)

Ragsdale, Charles F.
Sharma, Mahesh B.
Stringham, Karl W.
Students:
1._____
2._____
3._____

FACULTY AD HOC COMMITTEES MEMBERSHIP

Bicentennial

Mahan, Katherine H., Chairperson
Blackmon, Mary V.
Carbaugh, Daniel C.
Chestnut, James D.
Ciesil, Dennis
Jordan, Thornton F.
Land, Arthur J.
McGee, Billy
McDuffie, James M.
Rothschild, Jac. H.
Schwob, Mrs. Simon
Stringham, Karl W.
Tanner, Roy F.
Wild, Sandra J.

Duties of the Vice President for Academic Affairs

Assume the administrative functions of the President in his absence.
Be responsible to the President for the overall academic program.
Propose annual instructional budget, in conjunction with Divison Chairmen, to the President.
Prepare and submit to the President an annual report.
Recruit and recommend faculty members. Matters of faculty membership, rank, tenure, and salary shall be the object of particular study by him.
Be responsible for the utilization of all academic buildings and facilities, and make recommendations for changes, alterations, additional classrooms, office and laboratory space, and for the utilization of permanent equipment.
Coordinate all evaluation programs of the college.
Coordinate the functions of the Curriculum Committee.
Coordinate the recommendations of faculty committees.
Organize and coordinate programs of in-service study for instructors.
Coordinate with the Director of Student Services the pre-registration and registration programs, working with the Director of Admissions, the Registrar, the Comptroller, and Division Chairmen.
Make teaching assignments with the advice of Division Chairmen.
Approve class and examination schedules with the assistance of the Assistant Dean.
Review all faculty travel requests.
Maintain personnel files for all members of the faculty.
Publish Dean's List.
Perform such other duties as the President from time to time may assign him.

Duties of the Director of Graduate Studies

Administer and implement standards of graduate work.
Coordinate graduate curricula.
Implement graduate admission and retention policies.
Monitor the work of graduate students.
Transmit to the Vice President the recommendaions of the Graduate Council for graduate teaching appointments.
Recommend plans for the development of graduate programs.

Duties of the Assistant Dean

Assist the Vice President for Academic Affairs and perform duties as assigned by him.
Coordinate and approve the scheduling of courses including room usage for the academic program.
Oversee the faculty advisement system.
Serve as Chairperson of the Curriculum Committee
Coordinate publication of the Catalogue and Faculty Handbook.
Coordinate Management Information System reports to the Regents.
Coordinate development and submission of new curricula proposals.
Perform the functions of the Vice President in his absence.

Duties of the Division Chairmen

Coordinate all activities within their divisions.
Supervise all instruction in their division and work toward the improvement of overall quality of instruction.
Recommend all new programs and program changes, including course changes, to the Curriculum Committee after consultation with department heads and/or faculty.
Be responsible for directing and coordinating the preparation of such information concerning the division as may be needed for the catalogue and insure prompt transmittal thereof to the Vice President for Academic Affairs.

(Duties of the Division Chairmen, continued)

Prepare and disseminate printed program information to students.
Superivse planning, budgeting, and expenditure of all funds allocated to their division.
Process all requisitions for equipment and/or supplies from their division.
After consultation with department heads, recommend appointments, re-appointments, promotions, and dismissals of members of his faculty to the Vice President for Academic Affairs.
Be responsible for the assignment of courses, the class schedule of the division, and teaching assignments of the faculty in the division.
Be responsible for completion and transmittal quarterly to the Vice President's Office of the Faculty Service Report for each of his faculty.
Be responsible for handling textbook requests, changes, supplementary reading lists, and desk copies for faculty.
Prepare and transmit textbook utilization forms each Fall quarter to the Vice President.
Review and assemble all requests for library materials, books, audio-visual aids, and such.
Be the official representative of the division in all official communications with students.
Perform other such duties as directed by the President and/or Vice President for Academic Affairs.
Serve as a member of the Curriculum Committee, and the President's Advisory Council.
Be responsible for providing effective student advisement within the Division.
Assist in the development of community service programs.
Review and approve faculty participation in community service and continuing education activities.
Secure supplemental funding for special divisional programs.
Be responsible for the evaluation of department heads and faculty within the division.
Make recommendations for periodic adjustments to the divisional budget.
Be responsible for the implementation of student evaluations of academic offerings.
Be responsible for the development of requirements for admission to and retention in professional programs.
Be responsible for the development and implementation of divisional and University System Affirmative Action policies.
Submit monthly reports relative to faculty recruitment efforts to the Vice President.

Duties of Department Heads

Coordinate activities within their department and work toward improvement of instruction and instructional materials in courses with the department.
Process all requisitions for equipment or supplies from their department.
Supervise planning, budgeting, and expenditures of funds allocated to their departments.
Be responsible for the assignment of courses, the class schedule of the department, and teaching assignments.
After consultation with the division chairman, recommend appointments, re-appointments, promotions, and dismissals of members of his faculty to the Vice President through the Division Chairmen.
Review and assemble requests for library materials, books, audio-visuals, and such.
Be responsible for handling texbook change requests, supplementary reading lists, and desk copies for faculty.
Fill out Textbook Utilization forms each Fall quarter and turn in to division chairman's office.
Be responsible for the completion and transmittal quarterly to the division head office of the Faculty Service Report for each of his faculty.
Be the official representative of the department in all official communications with the students.

(Duties of Department Heads,continued)

Direct and coordinate the preparation of such information concerning the department as may be needed for the catalogue and interested students.

Duties of the Librarian

Have charge of the College library and be responsible for its proper administration. (The College library shall comprise all books, maps, charts, music scores, paintings, photographs, prints, films, manuscripts, and similar documents purchased with college funds, or otherwise acquired by the College, except such as are of administrative nature, and such as are used solely in the internal work of the several divisions and are paid for out of divisional funds).
Recommend to the Vice President the appointment of members of the library staff.
In consultation with the Library Committee and the members of his staff, prepare recommendations regarding the apportionment among the several divisions of the funds available for the purchase of books.
Recommend to the Vice President and the faculty through its appropriate committee the adoption of such measures as will promote the efficiency and increase the usefulness of the library.
Prepare and submit to the Vice President an annual report and an annual budget.
Perform such other duties as the Vice President may from time to time assign him.

Duties of Director of the Community Service Program

Be responsible to the Vice President for the Continuing Education and public service programs.
Develop continuing and adult education courses, seminars, workshops, and community service educational programs.
Direct and coordinate functions of Columbus College and community sponsoring organizations:
a. Provision of physical facilities.
b. Acquisitions of resource personnel.
Direct and apply for federal, state, private enterprise, foundation, and other programs which will promote community service.

Duties of the Director of Student Services

Be responsible to the President for the overall Student Services Program.
Recommend to the President the appointment of such assistants as the duties of his office may require.
Supervise and coordinate the guidance, counseling, and testing program of the college.
Be responsible for student housing.
Supervise student health services.
Supervise and coordinate the budgeting and the expenditure of student activity funds.
Provide for articulation of guidance and counseling with reference to:
a. Secondary schools.
b. Colleges and Universities
c. Institutions, agencies, professional groups, parents, and individuals of the community.
Advise with the Director of Admissions in providing for an efficient admissions counseling program.
Supervise and coordinate the orientation program.
Authorize travel for student service personnel.
Recruit and recommend student service personnel.
Propose student service annual budget to President.
Prepare and submit to the Presient an annual report.

Duties of the Associate Director of Student Services

Perform such duties as may be assigned by the Director of Student Services.
Recommend to the Director of Student Services the appointment of such assistants as the duties of the office may require.
Maintain such records as are needed.
Assist in the annual revision of the Student Handbook.
Submit an annual report to the Director of Student Services.
Process all student appeals, petitions, and problems of discipline.
As Chairman of the Activities Committee:

1. Assume responsibility for programming and scheduling of all student activities.
2. Approve all student activity and athletic field trips.

Duties of the Director of Admissions

Process and maintain all admittance records pertaining to students.
Maintain an accounting system of all applications and admissions, make necessary reports to Regents' Office, and organize materials for statistical use.
Examine and pass upon the qualifications of students applying for admission to the College in accordance with established criteria.
Evaluate the credits of students transferred from other colleges in terms of courses at this college.
Process all student appeals, petitions and progams pertaining to admission.
Assist the Director of Student Services in organizing and conducting the orientation program, and in providing educational counseling.
Assist the Director of Management Information Services by providing enrollment data as required for his studies.
Be responsible to the Director of Student Services for the overall admissions functions of the College.
Provide information service concerning admissions and distribute college catalogue.
Compile and keep available such information as must be furnished to governmental and accrediting agencies and to the Board of Regents.
Supervise the operation of the Registrar's Office and the Data Processing Section.

Duties of the Admissions Counselor

Assist the Director of Admissions in his duties.
Conduct and administer interviews and tests for those students who are required to enter the Special Studies Program.
Maintain liaison with high school counselors in the immediate geographical area.
Evaluate the credits of students transferred from other colleges in terms of courses at this college.
Counsel students with problems concerning admissions or choice of major area of study.

Duties of the Registrar

Assist the Director of Admissions in his duties.
Process and maintain all registration records and transcripts pertaining to students, and make these records available to other officers at the College on request.
Maintain a student accounting system, make necessary reports to Regents' Office, and organize materials for statistical use.
Give written notice to the faculty when a student officially withdraws from the college.
Plan registration and administer procecures for day and evening classes with advise of the Vice President for Academic Affairs and Director of Student Services.

(Duties of the Registrar, continued)

On request furnish transcripts of student's records to those who are entitled to receive them.
Assemble lists of candidates for degrees and present them to the faculty for approval.
Be responsible for the purchasing of diplomas and preparing them for presentation.
Make periodic reports to the students and/or parents on the academic work of the students.
Check the credentials of all candidates for graduation and all academic honors.
Provide information service and distribute course schedules.

Duties of the Assistant Registrar

Assist in all duties of the Registrar but assume primary responsibility for checking credentials of candidates for graduation.

Duties of the Records Management Officer

Establish and maintain active program for the economical and efficient management of institutional records.
Implement policies and procedures issued by the Records Management Officer of the Board of Regents.
Establish and maintain a local records holding center for low-cost storage of records.
Develop and recommend to the Regents Records Management Officer retention/disposition standards for each series of records created and utilized by the institution in all of its assigned and assumed functions.
Review and evaluate all microfilm projects.
Review and evaluate all requests for filing equipment.
Report to the Board of Regents Records Management Officer as requested.
Conduct records studies and surveys.

Duties of the Director of Financial Aid and Placement

Administer all scholarship and loan programs and maintain liaison with public and private sources of scholarships and loans.
Administer all work programs and maintain liaison with on-campus and off-campus sources.
Maintain liaison with high school counselors and students concerning financial aid programs available.
Counsel students on their financial problems.
Inform faculty and students of available financial assistance.
Evaluate and recommend means to increase the effectiveness of the financial assistance program.
Maintain such records as are needed for his work as Director of Financial Aid.
Recommend to the Director of Student Services the appointment of such assistants as are required.
Submit an annual report to the Director of Student Services.
Inform potential employers of the availability of qualified students.
Inform students and faculty of available employment possibilities.
Coordinate all veteran affairs including war orphans.
Arrange for students to contact potential employers.
Counsel students on their employment problems.
Maintain a follow-up system of students placed.

Duties of the Comptroller

Subject to the jurisdiction of the President have charge of the financial operations of the college and have custody and control of all its funds.
Submit financial reports to the Board of Regents, University System of Georgia.
Maintain all records pertaining to all financial activities of the College.
Supervise the collection of all fees and charges made by the College.
Supply the president and others with information pertinent to the drafting of budgets.
Maintain a current inventory of all equipment owned or issued by the College.
Supervise maintenance of building, ground, and equipment.
Supervise all purchasing for the College.
Authorize payment of all financial obligations incurred by the College.
Supervise the operation of Auxiliary Enterprises.
Direct the collection and payment of teacher retirement, social security, and income tax.
Supervise the Security Force.
Review travel requests with the President and the Vice President.
Prepare and submit to the President an annual budget and an annual report.

Duties of the Associate Comptroller

Perform such internal auditing as the Comptroller shall direct.
Prepare financial reports as directed by the Comptroller.
Be empowered to countersign checks against funds deposited in the name of Columbus College.
Give bond satisfactory to the Board of Regents, at the expense of the College, for the faithful performance of duty.
Perform such other duties as the Comptroller may from time to time assign.

Duties of the Director of Plant Operations

Report directly to the Comptroller.
Be responsible for the development and the maintenance of the physical plant of the college.
Have charge of all the physical property of the college except educational equipment and apparatus. Be responsible for buildings, utilities, apparatus, real estate, repairs and upkeep of the buildings and grounds, and the moving, alteration, repair, and construction of equipment and apparatus.
Be responsible for traffic control and parking facilities.
Have supervision of college vehicles.
Be responsible for the operation of the warehouse and greenhouse.
In consultation with the President, the Comptroller,and staff members employing skilled and unskilled labor, fix hours and wages of all skilled and unskilled workers.
Prepare an annual report and an annual budget.
Perform such other duties as the comptroller may direct.

Duties of the Director of Development and College Relations

Will report to the President and will be responsible for coordinating institutional efforts to secure financial support from federal, state and private sources. He also has responsibility to coordinate all functions under his direction to maintain and improve relationships between the college and its many publics. He has responsponsibility for the Director of Public Information, Director of Publications, Director of Management Information Services, Executive Director of Alumni Affairs, Title III Coordinator, and the manager of the College Duplicating Center.
Perform other duties as assigned by the President.

Duties of the Director of Public Information

Coordinate the effort to keep the general public informed through mass media outlets.
Be responsible for the campus newsletter to maintain regular internal communications.
Conduct tours of campus for groups as requested.
Perform other duties as assigned by the Director of Development and College Relations and/or President.

Duties of Director of Publications

Coordinate activities related to the preparation of material to be printed which will promote college programs and events; such material will include leaflets, posters, programs, brochures, and other educational matter.
Be responsible for the College catalogue and the Annual Report.
Supervise the work of a composing typist and an artist in the preparation of material for printing.
Submit original material for printing to the College Duplicating Center and, in some cases, to commercial printers.
Perform other duties as assigned by the Director of Development and College Relations and/or President.

Duties of the Director of Management Information Services

Coordinate efforts within the Development-College Relations Division to collect and maintain a data bank for the general use of faculty and administrative staff. This includes the implementation of IEP (Information Exchange Program) in cooperation with the Board of Regents and NCHEMS (National Center for Higher Education Management Systems.)
Disseminate information about federal programs and prepare, submit, and coordinate institutional proposals for federal funding.
Complete, coordinate, or assist in the preparation of reports to the Board of Regents, the state and federal governments, and other requesting sources.
Identify and define institutional problem areas and conduct institutional research studies.
Other such duties as assigned by the Director of Development and College Relations and President.

Duties of the Executive Director, Alumni Affairs

Give leadership to the total alumni development program.
Serve as executive officer of the Columbus College Alumni Association.
Be responsible for the maintenance of mailing lists, preparation of mailing materials, communication with the general Alumni Association membership and coordination of activities related to monthly, annual and special meetings of the Board and/or general membership.
Perform other alumni duties as the Alumni Association Board of Directors and the Director of Development and College Relations may direct.

PRESIDENT'S ADVISORY COUNCIL

This council is composed of the Vice President, Assistant Dean, Division Chairmen, Comptroller, Librarian, Director of Student Services, Associate Director of Student Services, Director of Community Service Programs, Director of Development, Director of Graduate Programs, and such other faculty members as may be specifically designated by the President.

REGENTS ADVISORY COUNCIL

The policies of the Board of Regents provide for a University System Advisory Council consisting of the President of the several units in the System. The Statutes of the Advisory Council provide for certain academic committees and certain administrative committees. The academic committees meet periodically in the office of the Board of Regents in Atlanta. The committees and the Columbus College faculty representative members are listed on the following page.

Columbus College
Institutional Representatives on the Academic Committees
of the
University System Advisory Council

1975-76 Academic Year

Committee	Representative
Biological Science	William C. Lenoir
Business Administration, Industrial Management and Economics	Otice H. Embry
Chemistry	John T. Pyle
Computer Science and Systems Analysis	John C. Talburt
Criminal Justice	Joe S. Webb
English	Jack A. Brown
Fine and Applied Arts	*John H. Anderson
Foreign Languages	Philip D. Battle
Geological Sciences and Geography	Paul J. Beyer
Health Professions	Joseph W. McIntosh
History	Richard K. Hanks
Home Economics	
Libraries	Joel H. Holmes
Mathematical Subjects	C. William Davis
Physical Education and Recreation	Mary V. Blackmon
Physics	Tsum-hsiung Kao
Political Science (including Government)	Ferinez Phelps
Psychology	Ross Jones
Sociology and Anthropology	Ted C. Hefner
Special Studies	Dorothy Hatfield
Teacher Education (including Business Ed.)	Charles A. Parker

*Chairperson 1975-76

Columbus College
Institutional Representatives on the Administrative Committees
of the
University System Advisory Council

1975-76 Academic Year

Committee	Representative
Academic Affairs	John E. Anderson
Extension and Public Service	J. Ronald Fairbairn
Fiscal Affairs	James O. Sanders
Graduate Work	Alice E. Wilson
Records and Admissions	Alan F. Twichell
Research Administration	
Student Affairs	Lindsey Mock
Testing	
Transfer of Credit	

ACADEMIC STRUCTURE

The academic structure of the College is that of Programs, Departments and Divisions. *Program Directors and Department Heads report to Division Chairmen who report to the Vice President for Academic Affairs. For 1975-76 these units and the respective Chairmen are:

I. Business and Economics Division - Dr. Olice H. Embry, Chairman

II. Education Division - Dr. Charles Parker, Chairman
- (a) Physical Education Department - Mr. Frank Clements, Head
- (b) Recreation Program - Dr. Hoe Shockley, Director
- (c) Teacher Education Program

III. Fine Arts Division - Dr. John H. Anderson, Chairman
- (a) Art Department - Dr. Josiah Baird, Head
- (b) Music Department - Dr. Andrew Galos, Head
- (c) Speech/Drama Program

IV Health Sciences Division - Dr. Joe McIntosh, Chairman
- (a) Dental Hygiene Program - Dr. Milo R. Safar, Director
- (b) Medical Technology Program - Miss Mae Allen, Director
- (c) Mental Health Program - Dr. George Panos, Director
- (d) Nursing Program - Miss Helen Milian, Director

V. Language and Humanities Division - Dr. John Fleischauer, Chairman

VI. Science and Mathematics Division - Dr. William LeNoir, Chairman
- (a) Biology
- (b) Chemistry
- (c) Mathematics
- (d) Physics
- (e) Earth Science

VII. Social Sciences Division - Dr. Richard Amundson, Chairman
- (a) Criminal Justice Department - Mr. Joe Webb, Head
- (b) Military Science - LTC John T. Colson, PMS
- (c) History
- (d) Political Science
- (e) Psychology
- (f) Sociology

VIII. Ft. Benning Center - Mr. Paul Hackett, Acting Director

IX. Library - Mr. Hoel Holmes, Librarian

*X Special Studies Program - Mrs. Dortothy Hatfield, Acting Director (Reports to Vice President)

FACULTY AFFAIRS

COLUMBUS COLLEGE
CUMULATIVE TENURE LIST THROUGH 1974-75

Name	Rank	Yr.	Name	Rank	Yr.
McLendon, Alvin F.	Prof	60	Webb, Joe S.	Assoc	71
Cash, Dewey B.	Assoc	60	Wilson, Alice E.	Assoc	71
Nance, Kenneth	Prof	60	McGee, Billy D.	Asst	71
Clements, Frank C.	Assoc	62	Ragsdale, Charles F.	Asst	71
Mock, W. Lindsey	Assoc	63	Berry, Franklin M.	Assoc	72
Brown, Jack A.	Assoc	64	Bostick, Martha F.	Assoc	72
Anderson, John E.	Prof	65	Carr, Virginia S.	Assoc	72
LeNoir, William C	Assoc	66	Clark, Neil P.	Assoc	72
Howell, Robert S.	Assoc	66	Friedman, Lenemaja	Assoc	72
		66	Jones, Q. Ross	Assoc	72
Mahan, Katherine H.	Assoc	67	Stanton, George E.	Assoc	72
Blackmon, Mary V.	Assoc	67	Whitman, Harold L.	Assoc	72
Hatfield, Dorothy B.	Asst	68	Parker, Charles A.	Prof	72
Taylor, Celia B.	Asst	68	Anderson, John H.	Assoc	72
Amundson, Richard J.	Assoc	68	Fox, Irving J.	Prof	72
Rodgers, Hugh I.	Assoc	69	Galos, Andrew J.	Prof	72
Lytle, James B.	Assoc	69	Loque, Charles W.	Assoc	72
Milian, Helen T.	Assoc	69	Pyle, John T.	Assoc	72
Gerlach, William	Assoc	70	Riggsby, Ernest D.	Assoc	72
Holmes, Joel	Assoc	70	Sears, Robert L.	Assoc	72
Battle, Phillip D.	Asst	70	Voynich, John J.	Assoc	72
Davis, C. William	Assoc	71			
Lupo, Larry W.	Assoc	71	Carlisle, Earnest	Assoc	73
Hearn, Ronald B.	Assoc	71	Dunlap, John T.	Assoc	73

COLUMBUS COLLEGE
CUMULATIVE TENURE LIST THROUGH 1974-75
(continued)

Name	Rank	Yr.	Name	Rank	Yr
Phelps, Ferinez B.	Assoc	73	Chai, Nemia M.	Assoc	75
Scanling, Frederick	Asst	73	Crowell, William P	Asst	75
Smith, H. Monroe	Asst	73	Satlof, Marilyn R.	Asst	75
Henderson, Malcolm R.	Prof	73	Centa, David M.	Asst	75
Johnson, Kermit G.	Assoc	73	Cope, Donald A.	Asst	75
Duncan, Frances M.	Assoc	74	Gonzalez, Raymond B.	Asst	75
Berger, Mark L.	Assoc	74	Brasse, Jr., A.Wm.	Asst	75
Clark, Flora M.	Assoc	74	Ciesil, Dennis M.	Asst	75
Faust, Zack W.	Assoc	74	Hethcox, Jarrell E.	Asst	75
Foster, G. James	Assoc	74	Whiddon, L. Rexford	Asst	75
Galer, Mary Jane	Assoc	74	Mae E. Allen	Assoc	75
Lorentz, Jerry S.	Assoc	74	Paul J. Beyer	Assoc	75
Lupold, John S.	Assoc	74	James M. Brewbaker	Assoc	75
Powell, D. Arnold	Assoc	74			
Talburt, John R.	Assoc	74			
Chappel, James H.	Asst	74	Tsun-hsiung Kao	Assoc	75
Johnson, David J.	Asst	74	John R. McCreary	Assoc	75
McGlaun, Rithia A.	Asst	74	Jemelene Moore	Assoc	75
Adams, O. Burton	Asst	74	John S. Murzyn	Assoc	75
Dwyer, James J.	Asst	74	Paul J. Petlewski	Assoc	75
Chai, Nam Yearl	Assoc	74	Arthur J. Land	Assoc	74
Lieberman, Lewis R.	Assoc	74	Daniel C. Carbaugh	Assoc	Jan. 75
Safar, Milo R.	Assoc	74			
VanCleave, Albert R.	Assoc	74			
Stanback, Rosa S.	Asst	75			
Ross, Nelson L.	Asst	75			

ABSENCE POLICY

Students

The absence policy for students is described in the catalogue, (under the section dealing with attendance). It is necessary to include here only the procedures that faculty members use to implement that policy.

1. All students, except those who are on the Dean's List, will be dropped from class when they have missed ten (10) days or four (4) evening classes. In applying this regulation, the total number of absences are to be used since there are no excused absences. Students may also be dropped because of excessive absences and will be so notified of this fact by letter from the Registrar's Office. "Excessive absences" is defined as between four (4) and nine (9) absences according to the requirements and interpretation of each individual faculty member. Students are permitted three (3) absences. Beyond that number, up to ten (10) absences, "excessive" is determined by the faculty member who should clearly and repeatedly announce his policy to the class.

   To implement this policy, the instructor is responsible for securing an excessive absence notification form from the Office of the Division Chairman which is completed and sent to the Registrar's Office from which it is sent to the student. (See sample form on following page).

2. Students who have been dropped because of excessive absences may petition the Assistant Dean requesting readmittance to class.

3. Instructors are urged to warn their students of the consequences of excessive absences and persistent tardiness - which may be counted as absence.

4. Instructors in evening lcasses are reminded that if a student is present for one-half of an evening class, this should be reflected in the attendance record.

Faculty

Columbus College has no allowance for providing substitute faculty. When a faculty member must be absent because of a brief illness or attendance at a professional meeting or class trip, plans must be made for other qualified faculty members to teach his classes through his Division Chairman.

Faculty members should announce at the beginning of each course that unless prior arrangements have been made with a class for the instructor to be tardy. the students will consider the class dismissed if the instructor does not appear after 10 minutes of a day class or 15 minutes of an evening class. Students present should circulate, sign, and leave an attendance record in the Registrar's office before leaving. In case an instructor is unavoidably detained and finds his students gone, he will file the emergency absence report described below.

Every absence of an instructor, or substitution of instructor, or cahnge of a class from the regular schedule or meeting place, must be approved or reported, using the appropriate form described below, or if none of them apply, see or call the Division Chairman.

SAMPLE FORM FOR EXCESSIVE ABSENCE (student)

Columbus College

COLUMBUS, GEORGIA 31907

NAME (print) _____ DATE _____

_____ _____ _____
Social Security Number

Due to excessive absences from _____ section _____
(course number) (number)
regulations provide that you be dropped from this course with a grade of "WF".

You may petition to the Assistant Dean for re-entry if you believe that there are extenuating circumstances which should be considered in this matter.

In order to drop a course without receiving a grade of "WF", it is necessary to meet certain requirements. See the Registrar's Office for information regarding this.

COMMENTS: _____

_____

_____

_____
Signature of Instructor

Instructor enters name, social security number, date, course, section, comments, etc., and sends to the Registrar's Office where address is added. Original letter is forwarded to student; machine copy is placed in student's file.

rev.
275

A Unit of The University System of Georgia

Absence Due to Attendance at Professional Meetings or Class Trips

Absences due to attendance at professional meetings should be approved, both by the Division Chairman and the Vice President in advance of the absence. A form for securing prior approval for such absences and trips may be secured from the Vice President's office. See "Reimbursement for Travel Expense"

Emergency Absences of Faculty

In the event a faculty member must be absent from class on an emergency basis, he (or someone representing him) should call or get in touch with his Division Chairman to get approval and/or assistance in working out a way of taking care of the classes for the duration of the emergency.

As soon as practicable the faculty member involved should file with the Division Chairman a report showing the nature of the emergency, classes missed, and provision made for classes missed.

ACADEMIC HONORS

Associate Degree. Students graduating with an overall average of 3.5 - 3.79 grade points, graduate with "honors". Students graduating with an average of 3.8 - 4.0 grade points, graduate with "high honors".

Baccalaureate Degree. Students graduating with academic honors have the following designation noted on their diplomas "Summa Cum Laude" (3.90 or above grade point average), "Magna Cum Laude" (3.50 to 3.79), "Cum Laude" (3.25 to 3.49). Decimals are not rounded to the higher figure.

ACADEMIC RESPONSIBILITY

The concept of freedom should be accompanied by an equally demanding concept of responsibility. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

It is the policy of Columbus College to defend academic freedom by vigorously resisting all efforts from whatever source to encroach upon or restrict it. The college in implementing the position paper adopts the following statements:

(a) The Columbus College faculty member is entitled to full freedom in research and in the publication of the results, subject to adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the College.

(b) The faculty member is entitled to freedom in the classroom in discussing his subject, but he should not introduce into his teaching controversial matter which has no clear relation to his subject.

(c) A Columbus College faculty member is a citizen, a member of a learned profession, and an officer of the institution. When he speaks or writes as a citizen, he will be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and Columbus College by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

(d) Any member of the Columbus College faculty who feels that his academic freedom has been infringed and who does not receive relief through normal administrative channels may make written request of the Faculty Senate to make an investigation of his case. The request shall set forth in a clear and concise manner the events and circumstances upon which the charge is based. This request shall be submitted within thirty days of the alleged infringement unless the time limit be extended by the Chairman of the Faculty Senate.

The full Senate shall establish its own organization and rules of procedure. Normal and reasonable operating expenses of the Senate shall be borne by the College. Should the Faculty Senate Chairman be involved in the case brought by the complainant, his duties through the entire procedure shall devolve upon the Vice-Chairman of the Senate.

The Senate shall proceed in an expenditious manner to secure the facts in the case by obtaining oral and written testimony from the principals and their supporting witnesses and shall consult such records as may have bearing on the case. Individuals involved in the case shall have the opportunity for advice of counsel. Upon completion of the investigation the Senate shall embody its findings and conclusions in a written report, copies of which shall be sent to the complainant, the Vice President, and the President who shall take action as required by the policy of the Regents of the University System. A copy shall be sent to the Division Chairman as information. After allowing a reasonable time for requested clarification the Senate shall discharge itself from the case. The Vice President shall report to the faculty the final disposition of the case within ninety days of the receipt of the committee's report.

Nothing in this statement shall be interpreted to negate the privilege of either party to take additional or alternative action.

As individuals, the faculty of Columbus College have the responsibility to conduct themselves in ways that will promote the achievement of the purposes for which academic institutions exist. And as members of a profession, the college faculty as a group has an obligation to assume the responsibilities necessary for the fulfillment of its professional mission.

The responsibilities of a Columbus College faculty member may be divided into four main areas: (1) to his subject matter field; (2) to his students; (3) to the institution; (4) to his profession, and to the community at large.

(1) The faculty member's primary responsibility is to his subject matter field. In exercising this responsibility, the faculty member should guard his freedom to seek and state the truth not only against outside interference, but against personal commitment which proves incompatible with that freedom.

The preservation of integrity and vitality in his subject require the faculty member to comment on the work of colleagues and to advise his own or other institutions concerning the appointment, retention, or promotion of individual scholars. Such responsibilities may best be fulfilled by judging colleagues primarily upon their contributions, actual or potential, to intellectual pursuits.

(2) The faculty member's responsibility to his students is to teach them effectively in accord with the best standards of scholarship in his disciplines. Hence, it is the duty of the faculty member to keep himself abreast of developments in his field. A further obligation is to conduct his classes in an atmosphere of free and unhampered inquiry. The faculty member should guard the classroom against all pressures which may result in fear by a student that what he says or does in honest intellectual pursuits may affect unfairly his class-standing, future chances of employment, or later standing in the community. Additionally, the faculty member is expected to make available to students a reasonable amount of time for academic counseling and guidance.

The faculty-student relationship also has dimensions that reach beyond the classroom. The faculty member's influence is projected, not only through the presentation of subject matter, but also through his personal and intellectual deportment. It is incompatible with proper professional and personal behavior for the faculty member to use his position for the exploitation of any student.

(3) Professionally, the college exists for one purpose: the advancement of learning. Accordingly, the principal obligation of the faculty member is the fulfillment of responsibilities to his own field of knowledge and to his students. Administrative work, curriculum studies, committee service, and the like are reasonable duties of every faculty member; nonetheless the college should not permit these duties to fall so heavily on any individual that he finds it difficult to discharge his responsibilities to subject matter and students. The faculty member should not sacrifice any one major area of work in an excessive concern with others.

(Academic Responsibility, continued)

(4) There should be no attempt by any authority to impose a single code of personal behavior on all faculty members or to negate rights and liberties enjoyed by other citizens. As the faculty member's rights to the community are not less than those of other responsible citizens, neither are his obligations. As a citizen and as a member of a profession which depends upon freedom for its health, vitality, and success, the individual has a further obligation to maintain and advance the conditions of free inquiry. Such obligations reach beyond the classroom and laboratory and should always be executed in such a manner as to bring credit to the individual, to Columbus College, and to the teaching profession.

ADVERTISING MATERIALS, PROPAGANDA, AND THE LIKE

Columbus College does not endorse or sponsor campaigns. movements, drives, or printed materials used to induce an opinion or action. The exchange, sale, giving for a consideration, bartering, or solicitation of gifts or donations on campus is strictly prohibited except when expressly licensed by the Associate Director of Student Services, the Comptroller, or the Vice President.

No individual, representing himself or others, will be licensed to sell goods or services for the buyer's benefit or consumption. The administration will endeavor to protect students and faculty from such solicitation.

College facilities will not be used to distribute materials that have not been cleared for distribution by one of the college authorities listed above. In no instance will the lobbies of the classroom buildings, the library, or the Davidson Student Center, including the scramble and dining area, be used for solicitation or distributing material.

Those who wish to distribute printed matter not sponsored by the college, influence opinion, or bring about desired actions must obtain a license from the appropriate college officials as required above. The license will specify the area to be used and the hours and date(s) of operation. In no case will a license exceed five days excluding weekends and holidays.

This regulation is not intended to prohibit free exchange of ideas whether written or oral. Students and faculty are encouraged to participate in the various campus activities and to become informed about current issues on campus.

ADVISEMENT SYSTEM

INTRODUCTION: The faculty advisement system is designed to accomplish two basic objectives. First, there is a need to insure that each student attending Columbus College receives effective academic advisement throughout his period of enrollment. Second, since a quality advisement service will place a proportionately greater demand upon the time of each advisor, the system is designed to equalize among the divisions the student advisement load insofar as possible. A principle utilized in this system is that students will not be reassigned from advisement in their major department in order to equalize advisement loads.

(Advisement System, continued)

Rather, equalization will be achieved only through reassignment of students from the "undecided", and other non-major groups, to divisions which have relatively larger numbers of faculty available for advisement services proportionate to the number of students majoring in diciplines offered through the division. The following discussion describes the system as it should be implemented in terms of assignment to divisions, records which must be kept, and related considerations. The system does not preclude the use of advisement specialists within divisions, since it is recognized that some faculty may prefer to perform duties other than advisement, while others may prefer to advise. In such instances, it is entirely within the division chairman's perogatives to assign advisement responsibility which could be compensated for by release from teaching time in the event that specialists are designated.

The following discussion also contains suggestions or recommendations from the Director of Admissions and the Assistant Dean for implementation within the division. It is recognized, however, that the system does place in the hands of the Division Chairmen responsibility for its implementation, regardless of the particular form of implementation which is chosen. We believe that the proposed system is simple, yet can be very effective, depending on the extent to which it is implemented within the divisions.

Assignment of Students for Advisement

The Director of Admissions will assign students to the divisions for advisement services. The assignment will be primarily on the basis of the students declared major, as indicated on the admission application. For those students who are undecided or seeking a major not offered by Columbus College, or who for other reasons cannot be assigned to a major advisor, the Director of Admissions will assign them to the divisions based upon the average ratio of students to be advised per faculty member within each division. In short, there will be kept a running summary of students assigned for advisement to each division with new assignments being made to equalize the student-advisor ratio within each division.

It is recognized that some academic divisions will always have a greater number of students assigned to them than the college-wide average student-faculty ratio would equitably indicate should be assigned. This is due to the fact that these divisions have a larger number of students who have declared a major within those divisions than in others. The overriding principle being applied in the assignment of students having declared majors is that they should be advised by their major department and therefore assigned to the division within which those departments are located. Consequently, some divisions will have heavier advisement loads than others, at least for the time being. The Director of Admissions, upon assignment of a student to a division, will provide the division with a record of the student's name and address; the student's declared major, by code number; and a copy of the student's transcript evaluation, if appropriate.

Advisement Implementation Within the Division

Since the advisement system will be coordinated with the registration procedures, and advisor assignment and reporting will be maintained by the Director of Admissions, a few system requirements will need to be observed. These are minimal, and as will be seen, should constitute no overwhelming difficulty.

(Advisement Implementation Within the Division, continued)

It is suggested that each division develop a student-advisor assignment system within the division. It is suggested that the assignments be made on the basis of equalizing the student advisement load among available faculty. However, modifications are certainly within the perogatives of the Division Chairman.

REQUIREMENT: The Division Chairmen will be expected to maintain up to date student-advisor assignment records. It is suggested that the division secretary may most easily perform this function.

Upon contact by the student in the office of the Division Chairman(which the student will be directed to do through the mail by the Director of Admissions upon his assignment for advisement to the division), the student will be given the name of his faculty advisor and information concerning the advisement system as operated within the division. For example, the student should be informed of the office hours, or times during which advisement will be provided by his advisor, any special instruction regarding deadlines for securing advisement cards, registration, etc. Again the division secretary might most easily function as an appointment clearing house for the students and their advisors within the division.

REQUIREMENT: The division should create and maintain a student advisement folder which will contain at least the following documents:

1. Copy of acceptance letter, copy of permit to register, and copy of transcript evaluation (if appropriate), forwarded to the division by the Director of Admissions.
2. Student personal data sheet containing information of particular use to the advisor in working with the student, and which will enable the advisor to establish communication with the student throughout his enrollment period.
3. Degree progress sheet.
4. A copy of final grade report for each quarter, to be forwarded by the Registrar to the division.
5. Copies of the advisor approval forms completed each term.
6. Copy of any change of major request form, if completed in the past.

Procedure for Student Advisement

Following notification, by the Director of Admissions, of the division from which he will receive advisement services and being informed that registration may not be initiated until advisor approval is secured for the courses in which he will register, the student will contact the division for an appointment with his advisor.

Utilizing the data available in the student advisor file, the advisor completes with the student a two-part Advisor Course Approval Card. One part of the advisor course approval card will be retained in the students file permanently, while the other part is given to the student to take to registration, and which will serve as authorization to begin registration. The advisor course approval forms are being designed and will provide sufficient alternate course space to permit the student to complete registration without further advisement, even though first choice courses may be filled by the time he registers. Thoughtful use of the alternate spaces on this form will prevent future returns by the student to the advisor for additional advisement due to filled sections at registration.

(Procedure for Student Advisement, continued)

When appearing for registration, the student will be required to present the signed Advisor Course Approval Cards in order to obtain his official permit to register. At that point, the clerk will check the course approval card against the Permit to Register card to insure that the student has been issued a course approval card from the division to which he was assigned for advisement. This is a control to reduce the number of self completed advisement cards by students as well as to reduce the advisement of students by others who may not be in a position to responsibly advise him due to a lack of background information, availability of advisor file, etc. This check will be made possible by having the students major code punched on his Permit to Register, and the students assigned division code number imprinted upon the Advisor Course Approval Card.

REQUIREMENT: The division will be responsible for insuring control of issuance of its Advisor Course Approval Cards which will bear the division code number and should not be utilized by an advisor not within that division.

In the event that the courses for which the student has been approved to register are closed, including alternates, the student will be refered to the Division Chairman's office for further on the spot advisement during registration. It is suggested that, since all faculty advisors cannot reasonably be expected to be available in the Division Chairman's office for advising the students needing further assistance during registration, some advisors should be continuously on duty in the Division Chairman's office to provide this service for all who come there for it. It is suggested that all student advisement folders be accessible to him to render competent service.

Students will also be required to secure the approval of their faculty advisor for schedule changes following registration which involve the addition of courses.

REQUIREMENT: The advisor will maintain a written record of any schedule changes which he approves for the student in the students advisement file.

Following the completion of each quarter, the Registrar will provide to each division the quarterly final grade reports for each student assigned for advisement to each division. These reports will be bundled for each division by the Registrar.

REQUIREMENT: The Division will distribute to the advisor of each student assigned to it the quarterly final grade report for filing in the students advisement file.

It is strongly recommended that faculty advisors be asked to scrutinize each of his advisees final grade reports in order to identify students who may be encountering academic difficulty, and who may be in need of additional advisory assistance even if not initiated by the student.

As a result of the student assignment process based upon equalization of the advisement load among divisions, some faculty advisors will be assigned to work with students who are undecided as to their academic objective. A tentative degree progress sheet for undecided students has been developed. It or a form similar to it, will be made available to faculty having undecided students, for their use in maintaining a continuous record of the progress of the students.

(Procedure for Student Advisement, continued)

RECOMMENDATION: There should be developed a policy controlling advisor approval of courses for undecided students. It is recommended that the policy to be applied require that the undecided student select, even if only on a tentative basis, a major program of study at completion of the ninety-seven quarter hours of credit shown on the degree progress sheet for undecided students. At that time the student should be required to at least select a tentative major, and a Change of Major Request Form be completed. At that time, reassignment of the student to the appropriate division within which his major discipline is located will be effected.

Procedure for Effecting a Change of Major and Reassignment of Advisor

The procedure to accomplish a change in major and, consequently reassignment to an appropriate advisor, may be simply accomplished in the following manner: The student will contact the office of the Division Chairman within whose division is located the major which the student wishes to pursue. Upon concurrence, on the part of the Division Chairman or his designate, that a change in major is indicated, the receiving division will complete a Change of Major Request Form.

REQUIREMENT: The Change of Major Request Form is completed in triplicate. The original is forwarded to the Registrar's office to be utilized as a source document to maintain a valid record of a student's academic objective. One copy is retained by the new (initiating) division, and is placed in the student's advisement file upon receipt of the file from the division to which the student was formerly assigned. One copy is sent by the new Division Chairman to the former advisement division, upon receipt of which the former advisement division immediately forwards, through the campus mail system, the advisement file of the student to the newly assigned advisement division.

Use of the campus mail in effecting transferred student advisement file is felt to be essential, not because the student might misuse his advisement file in transit if he were to be given the file to hand carry, but because the file or some of its contents may be misplaced or otherwise removed from use in the advisement system through accident or error.

Conclusion

The above described system, if conscientiously implemented, should result in a considerable enhancement of the quality and accountability of our advisement service to our students. At the same time, it will result in the most equitable distribution of the advisement load among all faculty which can be implemented at this time, and in keeping with the objective of provision of advisement services by the academic wing of the college. While little can be done to reduce the relatively heavier advisement load placed upon faculty in those "popular" major fields of study, this system will result in an equitable distribution among those divisions having relatively fewer major students, yet the average advisement load per faculty member in those divisions should not exceed seventeen advisees per faculty member.

The system described above has been worked out with the full participation of the office of the Director of Admissions and is considered to be entirely feasible and desirable by him. Your reactions, and suggestions for an improved faculty advisement system are earnestly requested in order that Columbus College might adequately fulfill its responsibility to its students in this important area of service.

AUDITORIUM USE

Any campus-based group desiring to use the Fine Arts auditorium (seating capacity of 921) should first check the availability of the auditorium with Dr. John H. Anderson. A tentative hold will be placed on the desired date. A space request form with full information must then be filled out and presented to Dr. Anderson or Dr. Bennett. Associate Director of Student Services. If admission is to be charged a rental fee will be required.

Any person desiring the use of the Turner Center for Continuing Education should contact Dr. Ronald Fairbairn.

AUDIOVISUAL MEDIA SERVICES

All equipment requests are to be placed with the Director of Audiovisual Services at least 12 hours prior to utilization. After the request has been received the equipment will be delivered to the appropriate classroom ready for use, and it will be picked up after it has been used.

Film requests will be processed through the Director of Audiovisual Services. These requests have to be at the Film Library in Atlanta 30 days prior to utilization date. The college is allowed to submit only one request per month; therefore, film requests (which are sent the first of each month) must be in the Director's Office 5 days before the beginning of the month. This will entail a 35 day wait before the film arrives for showing.

Equipment available consists of: 16 mm projectors, overhead transparency projectors, opaque projectors, slide projectors, phonographs, tape recorders, fixed television camera and recorder, super 8 mm camera, portable public address system, and film strip projectors. Limited services are available for preparation of materials.

BULLETIN BOARDS

Bulletin boards serve a useful purpose when they are properly maintained. Out-of-date postings and unauthorized materials detract from the utility of the boards.

Bulletin boards have been placed in the care of a designated college employee whose name appears in the upper left-hand corner of each board. These employees will post and remove materials as required. Items for posting on boards will be submitted to the employee-in-charge of each board.

Authorized materials that are too large or otherwise not suitable for posint on the permanent boards may be mounted or attached to temporary, full-standing display boards that may be obtained from Plant Operations. Student requests for these boards should be placed through the Associate Director of Student Services; faculty requests should be placed with division chairmen; and administrative requests should be placed with the Comptroller.

CLASS ROLLS

As soon as possible after the close of regular registration preliminary class rolls will be distributed to the faculty through Division Chairmen. They will include all students who have enrolled in a section, including those who have not paid.

At the close of the class change-late registration period, corrected class rolls will be issued. Errors in these rolls most be reconciled promptly.

DEAN'S LIST

The Dean's List is compiled at the end of each quarter, consisting of those students carrying a normal load whose grade point averages are 3.25 or higher for the quarter.

A special Dean's List is compiled for students who are enrolled for 10 quarter hours of work. To be eligible, a student must have a grade point average of 3.25 higher for the quarter.

DISTINGUISHED PROFESSOR AWARD

To recognize and promote teaching excellence among the faculty of the College, an annual award is made together with a $250 honorarium from the Columbus Bank and Trust Company.

FACULTY AND STAFF ENROLLMENT IN COURSES

Any member of the faculty or administrative or secretarial staff who would like to take one course per quarter may do so by following the regular admissions and registration procedures. The schedule that will interfere least with regular duties should be worked out with the administrator to whom the staff member is responsible. All fees must be paid since there is no dispensation for state employees.

FACULTY EVALUATION

Faculty evaluations are made throughout the year by the Division Chairman and the Vice President. These evaluations are then translated to specific recommendations on promotions and salary increases for each person effective the following year. The recommendations are made to the President for approval; thence to the Board of Regents, through the Office of the Chancellor, for final approval.

(Faculty Evaluation, continued)

Four areas of faculty service are considered. They are:

1. Teaching effectiveness
2. Contributions to the teaching discipline and teaching profession
3. Professional growth
4. College and community service

Specific measures in each of these service areas include, but are not limited to:

1. Teaching effectiveness
   (a) Student balloting for Distinguished Professor Award
   (b) Student ratings of faculty members
   (c) Faculty self-rating using video tape (auto-critique method)
   (d) Intervisitation and team teaching

2. Contributions
   (a) Publications
   (b) Addresses, papers, panel participation

3. Growth
   (a) Courses taken for advanced degrees
   (b) Workshops and seminars attended
   (c) Conferences and meetings attended
   (d) Certificates (C.P.A. - Licensed Psychologist) worked toward or received

4. Service
   (a) Judging of oratoricals, debates, papers, science fairs
   (b) Membership of civic clubs
   (c) Sponsorship of college activities
   (d) Participation in community affairs

Sources for these measures are primarily the faculty members themselves. A "Faculty Effort Report" form is filled out by each faculty quarterly, verified by the Division Chairman, sent to the Vice President for collation and final typing, and transmitted to the Chancellor's Office at the Board of Regents. A "Faculty Service Report" form is also filled out quarterly by each faculty member, verified by the Division Chairman, and sent to the Vice President's Office. The Vice President and appropriate Division Chairman evaluate these service reports along with other measures as indicated for specific recommendations on promotions and salaries.

A composite three-value rating scale for each faculty member is finally constructed on each of the four areas of faculty service. The three values are: +, above average
0, average
-, below average
This is combined into one single rating which is then related to the amount of the salary increase recommended for next year. Thus for any given faculty member a composite rating sheet may appear as follows:

(Faculty Evaluation, continued)

	Tchng	Contributions	Growth	Service	Combined	Av. Salary Increase	Recommended Salary Inc.
Rating	0	-	+	0	0	$500	$500

For new faculty, the auto-critique or self-rating method is part of the in-service program for instructional improvement. During the fall quarter, special sessions are held by Division Chairmen and the Vice President to discuss the policy, procedures, and problems.

FACULTY MAIL

U.S. mail is delivered to a central point on the campus. From this point it is distributed by campus messenger to the various buildings which house faculty offices and mail boxes. This distribution of mail is made a convenience to the faculty, since the main purpose of the boxes is to facilitate internal communication of college-related business.

All non-college related materials must be approved prior to distribution.

FACULTY RESPONSIBILITIES

Just as students have obligations to meet the course and classroom requirements, the faculty have equally important formally assigned responsibilities to the students. They include but are not limited to:

1. An even handed and impartial grading policy and procedure.
2. A consistent grading practice, immediacy of return of exams, papers, etc., with clear, defined criticisms.
3. An open disclosure and inspection policy of all a student's papers, tests, quizzes, exams, etc., by that student.
4. An explanation of the rationale for determining the correctness of the answer.
5. An accounting of all grades of a student so that they in fact adduce to the final grade given.
6. A clear and early statement of policy on matters such as pop quizzes, term papers, absences, makeup exams, office hours, mid terms, grading policies, and general course expenctancies. A sample information sheet is included as one way in which such policy matters can be conveyed to the student. It is not comprehensive and should be used as a suggested guidline only. (See following page)
7. The use of all textbooks and materials which the student has been required to obtain.

(SAMPLE)

INFORMATION SHEET

1. Instructor:
   Office:
   Telephone:

2. Course:
   Quarter:
   Time:
   Textbooks:
   a) Required:
   b) Optional:
   Collateral texts:
   a) Required:
   b) Optional:

3. Class attendance

For classes meeting twice a week, each student is permitted_____ full-period absences.

For classes meeting five days a week, each student is permitted_____ full-period absences.

A student who is absent beyond the number permitted above shall be excluded from the course and assigned the grade of "WF". Students have the responsibility for carrying out all assignments.

4. Classroom practices
   1. Examinations
      a) Make-up
      b) Pop quizzes
      c) Format
      d) Final
   2. Make up work
   3. Term papers/Research projects/Homework
      a) Number
      b) Due dates
      c) Weighting toward final grade
   4. Grading
      a) Distributions
      b) Grade posting
      c) Class participation
      d) Attendance related to grades
      e) Weighting of components for final grade
      f) Faculty obligations as listed in handbook
   5. Tape recording of class lectures
   6. Use of calculators

5. General points
   a) Library availability of course notes/tapes/old exams
   b) Class withdrawal procedure

If you wish to drop this course (after "schedule change period"), you must obtain a withdrawal form from the Registrar's Office, obtain my signature (as course instructor) and that of your advisor on the withdrawal form, and return the completed withdrawal form to the Registrar's Office. CEASING TO ATTEND CLASS, OR VERBAL NOTICE THEREOF BY THE STUDENT, DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL AND WILL RESULT IN THE GRADE OF "F" OR "WF".

6. Special requirements of this course not covered above are:

(Please see me if you have any questions.)

(Faculty Responsibilities, continued)

In addition to these responsibilities to the students, other formally assigned duties applicable to all faculty include but are not limited to:

1. To make available to students a reasonable amount of time for academic counseling and guidance by (1) scheduling office hours in a number not less than the number of scheduled teaching hours (2) staggering the day time office hour in order to accommodate more students (3) arranging office hours for night students and (4) scheduling "Office Hours by Appointment" in ddition to regularly scheduled hours.

2. To be available and assist with the registration of students during the regular and late registration period each quarter.

3. To refer media information queries to the Director of Public Information. To receive approval from the Division Chairman for (1) securing teaching substitutes for classes which will be missed (2) being absent from a class (including absence to other professional meetings) or (3) changing the time or meeting place of a class.

4. To communicate immediately with the Division Chairmen to obtain approval and possible assistance in providing for classes in the event of an emergency absence of the instructor, and to file with the Division Chairman a report showing the nature of the emergency, classes missed, and provision made for classes missed, said report being due within 24 hours after initiation of the emergency or as soon as practicable thereafter.

5. To notify the Registrar promptly concerning errors in the Corrected Class Roll which is issued following the close of class change and late registration.

6. To turn in to the Registrar's office all grades on a timely basis.

7. To perform administrative work, curriculum studies, committee service, and other specific tasks as assigned by the Department Head, Division Chairman, Vice President or President.

8. To keep abreast of development in the discipline, to teach in accord with the best standards of scholarship in the discipline in an atmosphere of free and unhampered inquiry.

GRADES, GRADING STANDARDS

Ideally, an "A" (or any grade) should have a unifrom meaning from one student to another, from one section to another, with different instructors, and in the several subjects and divisions. Further, the letter grades given at Columbus College should mean approximately the same as they do at the other institutions to which our students are most likely to transfer.

(Grades, Grading Standards,continued)

"WX" means "Withdrawn - no grade." It carries no hours averaged and no grade points. It is the appropriate grade to give when a student has attended regularly up to the time of withdrawal and was not failing the course.

Columbus College uses the traditional grades of A, B, C, D, F, for reporting and recording student success and credit, together with the grades I, WF, WX, and S.

Final grades are due in the Registrar's Office 24 hours after the examination is given. If the time due occurs when the office is closed, grades are due by 9:00 a.m. on the next work day.

Mid-quarter grades are submitted only on freshmen and sophomores who are not doing work of "C" or better quality and on students who are receiving financial assistance from military sources.

Instructions accompany materials for submitting grades, which are sent to faculty by the Registrar just before mid-quarter week and final exam week.

(See following page for sample form of final grade and mid-quarter grade form)

Use of Normal Distribution Curve in Grading

Grades for a given class may or may not fit a normal curve. Grades should be determined on the basis of student progress toward predetermined objectives. However, a normal curve should be used as a guideline only to determine general distribution of class grades. If grades on an individual test run too high or too low, the instructor might well question the validity of his test. If he feels that this class is a superior or inferior group, he may request a check on the grades these students have earned in other courses or on the CEEB.

HONORS DAY

A special day is set aside each spring quarter to honor those students who have achieved outstanding performances in academic and co-curriculuar phases of college life.

LANGUAGE LABORATORY

Except for regularly scheduled classes, the language laboratory is open to all students during regular library hours. Tapes and records may be checked out at the circulation desk.

COLUMBUS COLLEGE
COLUMBUS, GA.

NOTE: ALL INSTRUCTORS MUST SIGN THIS DOCUMENT TO VALIDATE EXAMINATIONS, MID-TERM & FINAL GRADES. RETURN ALL COPIES TO REGISTRAR.

SIGNATURE _____

SAMPLE COPY OF FINAL GRADE AND MID-QUARTER GRADE FORM

GRAD CAND. ☐ TEST ☐ MID TERM ☐ FINAL ☐

QUARTER

COURSE NO.	SECTION	INSTRUCTOR					COURSE NO.	SECTION
STUDENT NAME		STUDENT NUMBER	ABSC	EXAM GRADE	QTR GRADE	EXAM GRADE	QTR GRADE	STUDENT NUMBER
						1		
						2		
						3		
						4		
						5		
						6		
						7		
						8		
						9		
						10		
						11		
						12		
						13		
						14		
						15		
						16		
						17		
						18		
						19		
						20		
						21		
						22		
						23		
						24		
						25		
						26		
						27		
						28		
						29		
						30		
						31		
						32		
						33		
						34		
						35		

© DENNIS LEWIS BUSINESS FORMS, INC., ATLANTA, GA

CLASS ROLL

LIBRARY

The Simon Schwob Memorial Library at Columbus College was established and is maintained primarily for the use of Columbus College students. It is the policy of the library that materials shall be checked out only by students enrolled at the College, members of the faculty and staff, and Columbus College Alumni Association members.

Others are welcome to make use of the facilities and materials of the library but they shall not be permitted to check out materials.

Fines. Fines will be charged for books kept out overtime. Transcripts of records of individual students will be witheld at the end of the quarter if all books are not returned and fines paid. All books are due on the last day of final examination each quarter.

Fines are imposed only to stimulate the prompt return of library books. They are not imposed to raise funds for the library but to insure that all students will have equal access to library materials. The amount of fines is set by the Faculty Library Committee.

Defacing a library book or publication is a serious disciplinary matter and a student who takes a book from the library without checking it out is subject to disciplinary action through the Office of the Associate Director of Student Services.

Hours. Library hours are established by the Faculty Library Committee. At all times the library hours are posted on bulletin boards and doors.

Interlibrary Loans. Interlibrary loans will be requested for faculty members for their own use. Faculty members may request interlibrary loans for student use. The library will assume responsibility for handling, postage, and insurance on interlibrary loans. When photocopies are procured, the individual making the request will assume responsibility of the cost as charged by the library providing the copies.

Non-circulating Materials. Library materials which must be used only in the reading room are as follows:

1. Volumes whose classification numbers are preceded by an "R"-Reference. These include reference books (encyclopedias, handbooks, dictionaries, etc.) and bound volumbes of periodicals.
2. Unbound issues of periodicals.
3. College and trade catalogues.

Library Usage

There is no limit to the number of books a student may borrow if the number is reasonable and the demand for books in that area is not too great at that particular time.

(Library Usage, continued)

Purchases. A request for the purchase of library materials, books, periodicals, etc., must be made through the Division Chairmen to the Librarian. These requests should be made on a regular form which can be secured from the Librarian.

Reserve Books. The general policy on reserve books is to let them be checked out for times that the library is closed. They may be checked out before closing time, and returned within one hour after the next opening time.

If a faculty member requests that a different policy be used for the books he has reserved, his request is honored provided no other faculty member has reserved the same books.

There are three kinds of reserves in this library:

1. Room Reserves must be used in the reading room on an hourly basis. A student who ignores room use restrictions will be charged an automatic fine of $1.50 and will be subject to disciplinary action from the Dean's Office.

2. Overnight Reserves must be returned to the library within an hour after it opens the following day.

3. Three-Day Reserves may be checked out for a three-day period.

Reserve lists must be presented to the Librarian in writing. Forms for this purpose are available at the library. Faculty members are requested to personally deliver books to be placed on reserve to the circulation desk. This will insure that books on the reserve list are in fact available for reserve. (See sample form on following page.)

Library Reproduction Facilities. A coin-operated (10¢) Xerox machine is available in the library. As a matter of control the following rules for its use will apply.

1. Material will be copied for the various departments upon presentation of a request, signed by the department chairman, indicating a description of the material to be copied, and the number of copies desired. The requesting department's budget will be debited at 5¢ per copy. The Dean must approve requests where more than 20 copies are requested.

2. Requests from department will be processed immediately if possible, and in any case within 24 hours after the material is turned over to the library.

3. Under the terms of the contract it will not be economical to copy either examination papers or course outlines.

4. Any faculty member who is working on an article for publication, or who is doing research, may have articles copied at the rate of 5¢ per copy.

SAMPLE FORM

LIBRARY MATERIALS TO BE PLACED ON RESERVE

Course _____ Instructor _____ Quarter _____

Classification	Author	Title	Type of Reserve (Room use only Overnight 2-day 3-day

MAKE-UP TESTS

A student will be allowed to make up a previously announced test at the discretion of the faculty member involved. Generally, a make-up test shall not be encouraged.

Students will not be permitted to take final tests at a time other than the regularly scheduled date unless they have (1) permission of the instructor, (2) permission of the Dean, and (3) have paid a fee of $5.00 per course. A student applying for an examination at an irregular time must present a written petition, seek written approval (by endorsement) of his instructor, seek written approval (by endorsement) of the Dean, pay his fee, and receive endorsement of the Comptroller. He must then present the approved petition to the instructor, who will return it to the Registrar's Office to be filed in the student's folder.

OFFICE HOURS

In order to accommodate more students, day time office hours should be staggered. Ordinarily, the total scheduled office hours should not be less than the scheduled teaching hours. "Office hours by appointment" should be in addition to regularly scheduled hours. Office hours for night students should be arranged.

RECORDS MANAGEMENT

The Georgia Records Act of 1972 requires that each state-supported institution have a program for the systematic disposition of records. All records created or received in carrying out responsibilities to Columbus College must be retained or destroyed in accordance with state-approved standards. For information regarding standards already approved and for help in establishing a new standard, contact the Records Management Officer.

There is an annual report to be submitted in July on all file series in existence as of June 30. Departmental or divisional records managers assist individual faculty and staff members in collection of data.

REGISTRATION ASSISTANCE

Faculty members and all secretarial personnel are expected to be available to assist with registration as needed. Those who division chairmen have designated as educational advisors will be needed during registration sessions.

Division chairmen will assign registration posts to other faculty members within their division as needed during the regular and late registration periods.

RELEASE OF OFFICIAL INFORMATION

When information of this type is released, it should be coordinated as indicated below:

1. Comptroller's Office - Authorized by the Comptroller. Information will be mostly of a financial nature and be released only as requested by the person whose record is involved.

2. Vice President's Office - Authorized by the Vice President. This pertains to any information contained in the personnel files in the Vice President's office. Other information about faculty members may be released by the Vice President if appropriate.

   It is the policy of Columbus College to comply with all authorized investigative officers in their request for information on faculty members. This is to be done with due regard to privacy of the individual as accorded to him by the Constitutions of the United States and Georgia. To execute this policy:

   I. All properly drawn court orders, subpoenas and other lawful "documents to produce" will be honored and complied with without reservation nor delay.

   II. Routine information may be released as follows:

      1. Name, address, telephone number, academic rank and Social Security number.

      2. Dates of employment.

      3. Courses taught.

   III. All other information may be released at the request and under the authorized signature of the faculty member concerned.

3. Admissions and Registrar's Offices - Authorized by Director of Admissions or Registrar.
   Normally information in a student's record should not be released unless a request is made in writing by the student. In cases where the request is made by someone other than the student, the Director of Admissions or the Registrar must establish guidelines concerning the release of student information as outlined above.

4. Office of the Director of Student Services. Information in this office concerns financial aid, student activities, and discipline.

5. It will be the responsibility of each administrative official named in this paragraph to instruct all personnel under their supervision. Such instruction will be prerequisite to the handling of official information about the faculty, staff, and students.

Faculty Official Relations with Representatives of the News Media

1. The President or his designated representative will respond to queries concerning official college policies from the press. The term "press" refers to both the printed and the electronic media.

2. Unsolicited press release from the college will be coordinated with the President's office. Normally this coordination will be effected through the Director of Public Information who will secure approval of the President, if required.

3. When a faculty member receives an oral query about official college business from a media representative, the faculty member should refer the query to the Director of Public Information with an explanation to the reporter that it is the responsibility of the Director of Public Information to conduct official business with the media representatives.

4. Normally the Director of Public Information will be present at planned interviews on official college business conducted with media representatives. He will be present at other interviews if requested by the press conference originator. Prior consultation with the Director of Public Information is often helpful.

5. Press conferences can be useful to the college in announcing news of significant interest. The Director of Public Information or his designate should be consulted early in the planning state for press conferences.

6. Faculty members are encouraged to suggest newsworthy activities within their area of responsibility. The Director of Public Information will assist in publicizing these items of interest.

7. This policy is not intended to be restrictive in any sense. Conversely, it is designed to foster effective, responsive, and coordinated two-way communications between the college and the media.

PROFESSIONAL MEETINGS

Faculty and staff members are encouraged to participate in professional meetings. Compensation policies and procedures are outlined under "Faculty Travel."

STYLE MANUAL FOR STUDENT PAPERS

The English Department has prepared a Style Manual to be used in preparing term papers. This Style Manual is uniform throughout the college. Copies have been prepared and are available in the bookstore for a small fee. Each instructor should inform his students at the beginning of each quarter of any deviations from the manual he will deem acceptable or desirable.

BUSINESS AFFAIRS

55

BUSINESS AFFAIRS

Fees and Fines

Instructors should be familiar with the list of fines and fees as described in the catalogue. A $5.00 fee is charged students who desire to take a final examination other than at the scheduled time; this is a privilege fee and a student must first have the approval of the Vice President.

Pay and Payroll Deductions

Pay Day

Administration personnel and secretaries are paid each month on the last working/banking day of the month. Faculty, on a nine month contract, are paid one-twelfth of their contract on the last working/banking day of each month beginning in September and running through May. Instructional faculty checks are secured at the Faculty Secretary's Office in the Classroom Building. Faculty are paid the balance of their contract or the total of three monthly checks, less deductions, around the 15th of June--these checks will be mailed to the home address on record in the Business Office. Summer school checks are issued for each session on the day following submission of all grades. Payment for quarter courses is made on the basis of one-half pay with first session checks and final one-half on the pay day for the second session.

Payroll Deductions

Disability Insurance

This is an optional long term salary continuance program designed to provide a regular monthly income during periods of prolonged disability, when regular salary has been terminated. It protects against disabilities that last for years. The plan covers disability resulting from either an accident or an illness, sustained on or off the job and lasting more than ninety days. All full-time employees earning a minimum of $2,600 annually and under 64 years of age are eligible. Further details can be obtained from the Comptroller's Office.

Federal Tax Sheltered Annuity

The College has an agreement with T I A A - C R E F and Lincoln National Life Insurance Company for payroll deductions to be made for faculty and staff to participate in a Federal tax sheltered annuity payroll deduction. The amount of deduction is determined by the individual. For further information, contact the Business Office.

Credit Union Membership

Membership in the Columbus Postal Credit Union is open to faculty of Columbus College. Full information concerning the benefits and services available through the credit union may be obtained from its offices located in Room 810, Georgia Power Building, 233 12th Street, telephone 323-5483. Payroll deductions are not made.

Flower Fund

A flower fund has been established by the college to eliminate the necessity of collections in the event of sickness or death of a faculty member or a member of his immediate family. One dollar is deducted from each employee's salary in September of each year. If and when the fund falls below $15 used during the year, another dollar will be deducted. The flower fund is to be used to send flowers to faculty and staff members that are hospitalized. It is also intended to send flowers in the event of death to a faculty or staff member, his or her wife or husband, mother or father, brother or sister, son or daughter, foster parent or guardian.

Group Insurance

The college has a group insurance plan with the Equitable Life Assurance Society of America. The plan provides for life insurance, accidental death and dismemberment, surgical benefits, hospitalization, major medical benefits, and maternity benefits. It is mandatory that all employees be carried in this group policy. The policy has life insurance provisions for dependents, but not accidental death and dismemberment. The college pays all of the employee's cost but does not pay any portion of the cost for dependents. An employee may elect not to include his dependents or family unit in the group insurance plan. The college group includes Georgia Tech and twelve other units of the University System and therefore receives benefits of large group rates. Dependent premium is deducted from the monthly salary checks. The insurance plan is both comprehensive and reasonable in cost, and past experience involving claims and other business with the company has been very satisfactory.

The Comptroller's office handles all insurance matters and a group insurance card must be filled out upon reporting for work. Claim forms are prepared and submitted by the employee direct to Equitable Life Assurance Society of America.

Income Tax

Columbus College deducts from each employee the standard federal personal withholding tax. A W-4 form must be completed and signed by all new employees listing your number of dependents and social security number. The State of Georgia recently adopted a withholding plan for state personal income tax. It is necessary that every new employee fill out a G-4 form listing dependents, upon reporting for work. Due to changes in the Federal Tax Law and differences which may arise due to employment during the summer, some employees may desire to reduce their number of dependents or make other adjustments in the amount of their withholding tax. Tax deductions from summer school pay, and other special checks are based on the following percentages: Federal, 20%, and State, 4%. Additional information may be secured from the Comptroller's office.

Social Security

Columbus College employees are covered by social security. 5.85% of your gross salary up to $13,200 a year is deducted for social security. As social security benefits are rather extensive, they are not listed here; but additional information can be obtained from the Comptroller's office or any social security office.

Teacher Retirement

All professional employees of the College who work half time or more are required to participate in Teacher's Retirement. If a member received one-half or more of a month's salary, the actual salary paid will be listed and contributions will be deducted. If a member is paid less than one-half of a month's salary, no salary will be listed and no contributions will be deducted. This includes all employees except maintenance and custodial workers. This plan is contributory and 6% of the employee's gross salary is deducted each month for retirement. The State of Georgia matches this with a like amount of money. All employees must turn in to the Comptroller's office their teacher's number. New employees who have not previously participated in the Georgia Teacher Retirement program must secure forms from the Comptroller's office and complete an application for a teacher's retirement number. See Teacher Retirement brochure for further details.

Any employee that leaves the College and does not plan to work anywhere in the state where the teachers retirement system is in effect can have refunded all the money he has paid into the system. If he has been teaching in the system longer than five years he will get his total contribution plus 3% interest. The Georgia Teacher Retirement Plan includes a total disability benefit, a "vested interest" provision, and various other features. More complete details may be secured from the Comptroller's Office.

Personnel Records

Every employee of the State of Georgia is required to fill out a State Security Questionnaire. For those people who have at one time or another filled out a questionnaire, it will not be necessary to do so again. For these people, it will be necessary for the Comptroller's office to be notified where the form is on file and we will write requesting a statement to that effect.

A medical report must also be turned in to the Vice-President's Secretary (faculty) or to the Comptroller's Office (all other personnel) upon reporting for work. A state loyalty oath is printed on the back of contracts and must be signed by all employees.

It is to the employee's advantage to report to the Comptroller's office any change in the number of dependents, any change of address, or any change in marital status.

Student Assistants

For those departments that use student assistants, it is necessary that the Department Head or Division Chairman place a request with the Director of Financial Aid. The Director of Financial Aid will recommend applicants to the Vice President for approval. The Division Chairman will keep a daily time schedule for each student. Time schedule forms are available in the Comptroller's Office. These time sheets are to be signed by the student, approved by the Department Head, and submitted to the Comptroller's Office for payment. The cut-off time will be the 20th of each month. All work through that day should be included. These time sheets then should be forwarded to the Comptroller's Office by 4:30 p.m. on the first working day following the 20th. Payment will be mailed on the last day of the month. All students must report to the Comptroller before starting work. Supervisors of student assistants should obtain a "Supervisor's Manual" from the Financial Aid office.

SUPPLIES, EQUIPMENT, OFFICES AND CLASSROOMS

Supplies and Equipment

Requistions for supplies are made up by the Faculty Secretary, signed by Division Head, and forwarded to the Comptroller no later than the 10th of each month. All needed supply requests, except duplicating materials, from individual faculty members must be submitted to the Faculty Secretary prior to this interval so that she may collate the diverse requests for the appropriate signature. Supplies are then issued by the 22nd of the month to the respective divisions and faculty members.

Instructors needing laboratory supplies for science courses should prepare a list including catalogue, catalogue number, page number, and description, and submit this list to the Divison Chairman. if the Chairman approves the list, it is forwarded to the Comptroller's Office where bids are obtained and the order is placed. Any supply item that is not a stock item, especially a science laboratory item, should be requisitioned at least three months prior to the time when it will be needed. All requests for capital outlay should be submitted by the Division Chairman to the Vice President for his approval. College equipment and supplies may not be removed from the Columbus College campus. This will be in direct violation of the Board of Regents and State of Georgia policies. Under no circumstances will equipment be removed from the campus without approval of the Comptroller and the President. Any equipment transfer between offices, rooms, or buildings must be cleared through the Comptroller. Our inventory is on IBM by location. Transfer must be indicated on our permanent records.

The Comptroller's Office is the only official office for purchasing and/or receiving funds. When it is necessary to buy a petty cash item that is an emergency item and not in stock, a petty cash purchase order should be obtained from the Comptroller's Office. The employee then takes the petty cash receipt, which he obtains from the store to the Comptroller's office. In any event, the maximum that can be spent in this manner

(Supplies and Equipment, continued)

is $34. This is the only way reimbursement can be made for petty cash expenditures. This is an emergency procedure and is not intended to be practiced except on an emergency basis. As a state supported institution the college is not permitted to pay state sales tax or federal excise tax, except on agency purchases. It is the responsibility of the employee to obtain from the Comptroller's office the State of Georgia Sales Tax Exemption Number and the Federal Excise Tax Exemption Number prior to making purchases.

Offices and Classrooms

Office building, and air-conditioner keys can be obtained from the Comptroller's Office upon Division Chairman's approved form. An employee leaving the College must return all keys and other property to the Comptroller before leaving. Please do not exchange keys.

Texbooks

Textbooks and Course Requirements Request Procedures

Textbooks, supplies, equipment, and parallel reading requirements for each course of instruction will be submitted to the bookstore prior to the beginning of each quarter.

The Vice President will provide the bookstore with a list to be offered by the following dates.

Fall quarter	June 1	Spring quarter	January 15
Winter quarter	October 15	Summer quarter	April 1

One copy should be forwarded to the Vice President and one copy should be retained in department files.

Any additions to collateral reading or change in any title must be approved by the Vice President prior to submission to bookstore. Discontinued texts will be entered in the space provided when applicable. However, textbook changes normally will be made only at the beginning of the fall quarter.

If a textbook change is not feasible in light of bookstore stocks and publishers' refusal to accept returns, the department head will be notified. A plausible date of change will then be established after consultation with theVice President and Comptroller.

If sections are added or cancelled during registration, the bookstore should be notified immediately.

Division Chairmen are required to fill out a "Textbook Utilization Form" each Fall quarter for all textbooks used in each course for that year. This includes all collateral and supplemental reading materials as well.

Faculty will use all textbooks and materials which they require students to purchase for the course.

(Textbooks, continued)

Desk Copies

Division Chairmen will request complimentary desk copies of basic texts and collateral readings for the department prior to the beginning of each quarter. Requests will be made on NACS desk copy request forms furnished by the Vice President. Sufficient copies should be ordered to insure each newly assigned instructor is provided a copy of the basic text and, if required, collateral readings. Throughout the school year, instructors requiring additional desk copies will channel their requests through their Division Chairman.

Desk copies may be signed out from bookstore stock on an emergency basis. The person taking out the book will be responsible for replacing it with a new copy.

Travel

An approved travel application must be secured prior to initiating travel. The travel regulations set forth below have been adopted for the guidance of their official headquarters in the performance of their official duties and are intended to provide a reasonable degree of uniformity for the various institutions of the University System. These regulations are of a general nature, and it is expected that the individual institutions will wish to supplement these general regulations with such specific regulations and instructions as may be required.

Each employee required to travel in the performance of his official duties and entitled to reimbursement for expenses incurred shall have authorization from his department head or other designated official for the performance of his travel. This may be in the form of a standing authorization in the case of individuals required to travel on a regular or continuous basis, a specific authorization in the case of those individuals who are required to make occasional trips, or a specific authorization for all out-of-state trips. Specific authorization shall be in such form as to indicate the itinerary, estimate of the cost of travel, mode of transportation, and the general purpose of the travel. A copy shall be attached to the travel expense report. Travel to points just beyond the State border necessary for the accomplishment of instate business shall not be construed as out-of-state travel for the purpose of these regulations. It is believed that such practices will protect the best interest of both the employee and the University System.

In requiring certain of its employees to perform travel, the University System expects to reimburse these employees for such reasonable and necessary expenses as may be incurred while traveling away from their official headquarters and place of residence. Inasmuch as what may be considered as reasonable is a relative matter, it is deemed advisable to set forth certain general regulations. (See sample forms on following pages).

(REV. 10-70)

Use proper title code and title ——— (Professor - 55660)
(Assistant Professor - 55440)
(Instructor - 55330)

UNIVERSITY SYSTEM OF GEORGIA

TRAVEL EXPENSE STATEMENT

TITLE CODE 55330

NAME Doe (Last) John (First) O. (Middle Initial) SOC. SEC. NO. 260-35-000 TITLE Associate Professor

HEADQUARTERS Columbus, Georgia INSTITUTION Columbus College

RESIDENCE 1000 Hazard Dr., Cols., Ga. 31904 DATE FROM Sept. 15 TO Sept. 16, 1973

Day	TIME Departed / Arrived	Location / Points Visited	DETAILS OF SUBSISTENCE (Attach Lodging Receipt) B'fast	Lunch	Dinner	Lodging	TOTAL	Do Not Write in This Space for ACCT. DEPT.
	7:30 a.m.					(Lodging receipt attached)		
9/15		To Atlanta, Georgia		1.85	4.60	14.52	20.97	
9/16	5:00 p.m.	Return to Columbus	1.60	2.10			3.70	
		TOTALS	1.60	3.95	4.60	14.52	24.67	

EXPLAIN ANY UNUSUAL AMOUNTS FOR SUBSISTENCE:
Meals are slightly higher in large metropolitan area. XXXXXXXX

STATE USE MILEAGE 220 MILES @ 12 CENTS PER MILE (Must be supported by automobile mileage record on reverse side) 26.40

COMMON CARRIER, TAXI/LIMOUSINE (Explain in section on reverse side)

TOTAL TRAVEL EXPENSE 51.07

MISCELLANEOUS EXPENSES (Explain in section on reverse side) 10.00

GRAND TOTAL 61.07

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by not less than one year nor more than twenty years of penal servitude, that the above statements are true and I have incurred the described expenses and the State use mileage in the discharge of my official duties for the State.

APPROVED John O. Doe, Jr. SIGNED William Lee Rose, Jr. DATE 9/20/73

62

AUTOMOBILE MILEAGE RECORD

GEORGIA LICENSE NO. OF CAR REV 599 PERIOD ENDING September 16 19 73

Prepare daily, using a separate block for each day's State use travel and for each departure from headquarters.

Day	DAILY TRAVEL (Points Visited)	SPEEDOMETER READING		MILES TRAVELED		
		Starting	Ending	Miles Daily	Personal Use	State Use
9/15	FROM: Columbus TO: Atlanta Points Visited:	19990	20112	122	12	110
9/16	FROM: Atlanta TO: Columbus Points Visited	20112	20222	110	0	110
	FROM: TO: Points Visited:					
	FROM: TO: Points Visited					
	FROM: TO: Points Visited					
	FROM: TO: Points Visited					
	TOTAL MILES TRAVELED			232	12	220

Transfer total State use miles to travel expense section (front side) for computation of amount at the prescribed State mileage rate.

PURPOSE OF TRIP: (Attach prior approval form if applicable.)
To attend committee at the Regent's Office. Meeting of Chemistry Committee.

If traveling under a standing authorization please check ☐.

Day	COMMON CARRIER, TAXI/LIMOUSINE (Explain, attach receipts for common carrier)	Amount	Day	MISCELLANEOUS (Explain, attach receipts except for tele. and telg.)	Amount
			9/15	Registration fee (receipt attached)	10 00
	TOTAL AMOUNT (Enter in appropriate line of above expense section)			TOTAL AMOUNT (Enter in appropriate line of above expense section)	10 00

SAMPLE FORM FOR TRAVEL APPLICATION

COLUMBUS COLLEGE
COLUMBUS, GEORGIA

TRAVEL APPLICATION

FOR BUSINESS OFFICE USE
ACCT. _____
ENC.: _____

Name Mr. John Doe

Date of Application 9/20/73

Department to be Charged Business Office

Account Number 10-81-80-100-000

Departure Date 9/28/73

Return Date 9/30/73

State Provision Made for Classes Not Applicable

Purpose of Trip To attend SACUBO meeting

Travel Mode Air

Alone [x] or with _____

Destination Houston, Texas

Tickets for air transportation must be secured through the Business Office if direct payment by the College is desired.

	Estimated:	Actual:
Total Cost:	250.00	

Travel Approved James C. Sanders
DIVISION CHAIRMAN

Limit: _____
DEAN/PRESIDENT

Fund Availability: James C. Sanders
COMPTROLLER

White Copy—Business Office
Yellow Copy—Dean/President
Pink Copy—Division/Dept.
Gold Copy—Personal

64

Transportation

Reimbursement for transportation with the State may be for use of personally owned vehicles or by common carrier. Transportation outside of the State will be by common carrier unless specific authorization is received prior to the trip for the use of a personally owned vehicle. It is expected that such authorization will be granted only under conditions where travel by common carrier would be more expensive or less advantageous to the University System. Reimbursement will not be made for payments for transportation other than mileage for use of personally owned, rented or leased vehicles, or travel by recognized common carrier; payments to friends or other individuals cannot be allowed. Transportation costs between an employee's place of residence and his official headquarters cannot be reimbursed.

Reimbursement for transportation within the State by personally owned, rented or leased vehicles will be at the rate per mile approved by the Budget Bureau for the actual mileage traveled in the performance of official duties. This mileage will be computed by the most direct route from the point of departure to the destination. The initial point of departure shall be considered as the employee's residence or official headquarters, whichever may be nearer the destination point. Actual speedometer readings will be reported; however, personal mileage will be excluded in determining the mileage for which reimbursement may be made. The authorized mileage rate is to include all expenses incurred in the operation of a personal vehicle, including parking charges.

Transportation by common carrier will be by scheduled plane, rail, or bus. Reimbursement will be made on the presentment of a ticket stub, receipt, or other documentary evidence of expenditure. Travel by scheduled airline will be by minimum fare service whenever practicable.

Limousine service, taxi, or trolley fares may be reimbursed when actually incurred in connection with common carrier transportation to and from railroad, plane, or bus terminals, or meeting places, if necessary. It is expected that limousine service will be utilized when available and when arrival or departture is during daylight hours. Although receipts are not required for such items of transportation, a point-to-point explanation will be given for each such item reimbursed.

Subsistence

Subsistence (meals and lodging) within the county of an employee's official headquarters or place of residence or within a twenty mile radius of employee's official headquarters or place of residence, is not allowable. An employee taking annual or sick leave while away from headquarters on official business is not entitled to subsistence for the period of leave.

Lodging - Reimbursement will be made for lodging expense incurred in a hotel or motel on the presentation of a "paid" copy of the bill. Adequate accommodations should be obtained; however, it is expected that reservations will be made in advance, whenever practical, that minimum rate accommodations available will be utilized and that deluxe hotels and motels not providing commercial rates will be avoided. When the above conditions are not met, an explanation concerning the circumstances should be noted on the lodging bill.

Subsistence (continued)

When a room is shared with other employees on travel status, reimbursement will be calculated on a pro rata share of the total cost. An employee on travel status, if accompanied by husband or wife who is not an employee on travel status, would be entitled to reimbursement at single room rate. Lodging expense cannot be paid other than for overnight accommodations.

Meals - Reimbursement will be made for the actual cost of meals within reasonable limitations, $9.00 a day for three meals. Charges in excess of a reasonable rate shall carry an explanation of the conditions justifying the charge. Requests for reimbursement shall be limited to the cost of meals for the individual employee in a travel status. Costs for meals which logically could be taken before departure or after return from travel status will not be allowed. Lunch expense will not be allowed when absence from official headquarters does not exceed three hours.

Miscellaneous Expenses

Registration fees required for participation in conventions or conferences which an employee is authorized to attend will be reimbursed when supported by a "paid" receipt. Reimbursement cannot be made for optional assessments or fees, or personal memberships. Any part of a registration fee applicable to meals shall be reported as meal expense and not as a registration fee.

Expenses for official telephone and telegraph messages which must be paid for by the traveler are allowable. Reimbursement claims shall indicate the location from which made, the person contacted, and justification for the communication.

Expenditures for entertainment, laundry, gratuities, valet service and other similar personal expenses cannot be reimbursed.

SICK LEAVE

When any employee of the University System who has been in its continuous employ for one year or longer is incapacitated by illness, his salary shall be continued as a matter of course for the duration of his illness in accordance with the following provisions:

At least one year but less than four years a sum equivalent to one month's salary from the date of illness.

At least four years but less than eight years a sum equivalent to three months' salary from the date of illness.

At least eight years but less than twelve years a sum equivalent to three months' full salary and an additional three months at one-half salary from date of illness.

At least twelve years but less than fifteen years a sum equivalent to three months' full salary and an additional six months at one-half salary from date of illness.

At least fifteen years or more a sum equivalent to three months full salary and an additional six months at one-half salary, from date of illness, unless he is eligible for disability retirement.

(Sick Leave, continued)

In the case of academic year employees, a period of three months shall be interpreted to be equivalent of one academic quarter.

These provisions will not apply during the period of time the employee may be on leave of absence for reasons other than illness, or periods of time during which they would not be required to perform services under the terms of their employment.

In determining the length of service of an employee in the University System, any time spent on leave or leaves of absence shall be excluded. A leave of absence shall not, however, have the effect of breaking the continuity of his service.

Any payment made under the provisions of this regulation for a continuing period of two weeks or more shall be made only on the presentation of a statement of a physician certifying to the illness of the employee. All certifications must be renewed at any time upon the request of the Chancellor or President of the institution involved and at least every three months.

Any payment made under the provisions of this regulation for illness or injury covered by the Workmen's Compensation Act shall be reduced by the amount of any payment received under the provisions of the Act.

Pregnancy is not considered an illness; therefore, absence caused by this condition will be leave without pay. If annual leave time has accrued, it may be applied prior to the expiration of six months following the end of the fiscal year.

No provision is made for absence because of illnesses in the family, except as follows:

The salary for the pay period in which the absence occurs is reduced proportionately, or

Whether the absence can be charged to annual leave, or

Whether the employee will be allowed to make up time lost (not to exceed three days). This time must be made up within 30 days.

In every case the supervisor concerned will give the employee in question at least two consecutive days before a part-time replacemnt is employed (supervisor cannot employ a replacement and at the same time allow the employee to take annual leave - only one alternative may be exercised).

Any regular-salaried non-professional employee required to work overtime may be granted compensatory time off at the discretion of the immediate supervisor. Such compensatory time off must be taken within the same work week in which overtime occurred.

STUDENT AFFAIRS

ILLNESS OR INJURY OF A STUDENT

In case of illness or injury of a student, the Instructor (or any faculty member, if it occurs outside class) should send the student, accompained by another student, if necessary, to the clinic in the student services building.

In case of serious illness or injury, the student's parents, guardian, or spouse will be notified, or if necessary, the student will be taken to the emergency room of either the Medical Center or Saint Francis Hospital.

DROPPING A COURSE

Whenever a student wishes to discontinue attendance in a class he must officially drop the course by filing a special form in the Registrar's Office. A copy of the form is forwarded to the instructor. (See form on following page).

A grade of "WX" is used to indicate that at the time of withdrawal the student was not failing the course. It does not imply that he was necessarily passing the course. It carries no hours averaged and no grade points.

The grade of "WF" is the appropriate grade if a student stops attending a course and the instructor does not receive notice that he has officially dropped it.

The faculty member bears the final responsibility of assigning the WF or WX grade.

INTERCOLLEGIATE ATHLETICS

A program of intercollegiate athletics is sponsored by Columbus College as a part of the educational program of the institution.

Students participating in athletics must have conformed to entrance requirements applicable to all students, they must maintain the scholastic average required of all students as outlined in the catalogue, and they must be eligible under the provisions of the appropriate regional and national collegiate associations.

Varsity athletes enjoy the privilege, honor, and social distinction of representing the college in the field of athletic competition. Those who fulfill the requirements of athletic participation are allowed to become members of the "C" Club and are awarded the coveted "C" letter.

Intercollegiate athletics are financed by gate receipts, sale of advertising, and student activity fees. Revenue is also obtained from the Columbus College Educational Fund, Inc. which is a private foundation established by local residents to help finance athletic scholarships at the college.

Scheduling of intercollegiate athletic contests will be in conformity with policies of the National Collegiate Athletic Association (NCAA) and the policies of Columbus College. The Faculty-Student Athletic Committee approves all schedules. All games and matches of athletic teams will be scheduled so as not to jeopardize the student's academic standing.

Form for Dropping A Course

STUDENT _____ _____

PLEASE PRINT LAST FIRST MIDDLE SOCIAL SECURITY NO.

OFFICIAL NOTICE ONLY IF COLUMBUS COLLEGE TIME/DATE STAMP APPEARS HERE.

PERMISSION TO CHANGE			THIS PORTION FOR OFFICE USE				
	COURSE DEPT. NO.	SECTION	OPEN	RECT.NO.	REFUND	SCHED.	REPL.
DROP			XXX	XXX			
ADD					XXX		XXX
Or One Alternate Course					XXX		XXX
					XXX		XXX

BY _____ ☐
ADVISOR DIV. CODE

NET CHANGE IN QTR. HRS: ☐ NONE ☐ FROM _____ TO _____

ADVISOR REMOVES GOLD (BOTTOM) COPY
DISTRIBUTION AFTER VALIDATION:
WHITE – DATA PROCESSING
GREEN – INSTRUCTOR, COURSE DROPPED
YELLOW – INSTRUCTOR, COURSE ADDED
PINK – STUDENT

COLUMBUS COLLEGE
COLUMBUS, GEORGIA

SCHEDULE CHANGE

BUDGET PROCEDURE FOR STUDENT ACTIVITIES

Each sponsor with representative students prepares and submits a proposed budget for his activity. This budget should be based on the proposed program for the year and the previous year's experience. The fine arts budget is submitted to a Fine Arts Committee for approval while the Student Activities Committee must approve the budget of the Student Government Association.

Upon approval by the appropriate committee, all budgets are submitted to the President via the Associate Director of Student Services for final approval. Any requests for additional funds must be approved by the President.

PROCEDURES FOR FORMING NEW ORGANIZATIONS ON CAMPUS

The faculty believes that every college activity should have certain physical, social, moral, and other worthwhile values.

The success of student activities depends, to a large measure, on the gradual development of a program, based on careful planning.

When groups of students wish to establish organizations to promote their common interests, it is appropriate that they seek recognition and approval by the College. Procedures for obtaining a charter for new student organizations are available in the office of the Associate Director of Student Services. The essential steps in obtaining charters include:

1. Filing a written petition of intent to organize.
2. Approval of the petition by the Activities Committee.
3. Submission of a written constitution to and approval by the Student Government and activities Committee.

Additional information on the establishment of new organizations is published in the Student Handbook.

SPONSORS FOR STUDENT ACTIVITIES

Each recognized activity on the campus must elect a faculty sponsor whose duty is to suggest to the membership methods of attaining its goals and to act as liaison between the organization, the student body, the faculty, and the administration.

These sponsors are appointed because of their general interest in furthering the student activities program and their special concern for their club's function.

STUDENT GOVERNMENT

The purposes of the Student Government of Columbus College are to deal effectively with matters of student affairs, to perpetuate the best traditions and ideals of Columbus College, to promote the best of good will and understanding between faculty and students, to cooperate with the administration

(Student Government, continued)

in all matters affecting the student body, and to direct student activities in order that they may be conducted for the best interest of the student body and to the credit of Columbus College.

All students registered in the college are members of the government. Each student has a voice in campus affairs through the Student Government, whose officers are elected from the student body at large and whose members of the legislative branch represent all classes.

ACADEMIC DISHONESTY AND STUDENT DISCIPLINE

Refer to the current Student Handbook for procedures to be followed in cases involving academic dishonesty or violation of College policies by students. The faculty is expected to become generally familiar with these standards and procedures.

EARLY ADMISSION TO COLLEGE

Under exceptional circumstances students may be admitted as regularly enrolled prior to graduation from high school. Any student seeking early admission must:

1. Have satisfied all the high school unit requirements as listed in the college catalogue;
2. Have a minimum overall high school grade point average of 3.0 (B);
3. Have a minimum of 1200 combined verbal and math score on the Scholastic Aptitude Test;
4. Be recommended for acceptance by the college by his high school principal.

GRADUATION REQUIREMENTS

There will be a graduation ceremony at the end of each quarter. No student may receive a diploma or a certificate from this institution except at a public graduation exercise. All bills must be paid before a diploma, certificate, or tanscript will be issued.

An application for graduation must be filed with both the academic advisor and the Registrar during the first half of the second quarter prior to the candidate's final quarter. Application forms and instructions may be obtained from academic advisors.

For Graduation at end of:	Application should be filed early in the preceding:
Fall quarter*	Spring quarter
Winter quarter*	Summer quarter
Spring quarter*	Fall quarter
Summer quarter*	Winter quarter

*These may be changed

STUDENT PUBLICATIONS

A. Columbus College student publications exist primarily as media to provide participating students and the student body:
   1. Experience in self-expression and training in the aspects of publishing.
   2. Outlets for creative work.
   3. Information of interest about student and faculty activities.
   4. A forum for the free exchange of responsible opinion.

B. It shall be the rsponsibility of the Publication Editor to see that the following editorial policies are adhered to:
   1. The truth--not as the writer sees it, but provable truth--must be the basis of the printed material.
   2. All materials including pictures, ads, and other devices shall be checked for libelous content before publication. Therefore, the Editor shall inform the staff that each member will recheck all printed materials to be sure that they meet legal and ethical standards. When a question of ehtics or legality arises, the Faculty Advisor and/or the Editor may refer same to the Publications Committee for clarification.

C. Faculty, students, or others may submit contributions to student publications. However, editors are not obligated to publish all materials received.

D. Materials of an official nature may be published as a service to the student body.

E. Student publications will bear a prominently displayed statement to the effect that they are student publications and that tax funds are not used to defray printing costs.

F. Faculty Advisor of Publications
   1. The role of the Faculty Advisor is to advise the said publication to publish those thoughts which he or she considers in proper taste and represent the students of this campus; and also to exercise the function of paragraph G, numeral 3.

   2. The duties of a Faculty Advisor should be considered as a part of his total work load whenever possible.

G. Staff of Publications
   1. The position of Editor shall be limited to students who have a 2.5 grade point average and who have worked on said publication for a minimum of three academic quarters (including current quarter); these candidates shall be chosen by staff members who have served two academic quarters (including current quarter). The Faculty Advisor shall then have the final approval in this selection.
   2. Staff members of publications shall be elected by the Editor, with the advice of the Faculty Advisor, on the basis of journalistic ability, interest, initiative, and contribution to the publication with which they work.

(Student Publications, continued)

3. The faculty advisor, with the concurrence of the publications committee, shall have the power to suspend the editor or staff personnel for just cause as defined by Publications Committee policy.

4. Students who have been suspended from their duties shall have the right to appeal to the Publications Committee, subsequently to the Director of Student Services, and then to the President.